BOARD OF EXAMINERS FOR MFTs AND CPCs

EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. Individuals currently licensed by the Board, or who have a spouse, parent (by blood, marriage or adoption), or child (by blood, marriage or adoption) licensed by the Board, are ineligible to apply. Anyone who would have direct or indirect financial gain from any Board decision is also ineligible to apply.

AGENCY RESPONSIBILITIES:

The Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors (hereafter referred to as "Board") is empowered under NRS 641A to set minimum standards for the licensing of marriage and family therapists and clinical professional counselors and to oversee the ethical conduct of licensees in the State of Nevada. The Board is seeking an Executive Director.

SUMMARY OF POSITION RESPONSIBILITIES:

The Executive Director is responsible for the administration and oversight of all daily operations of the Board, effectively and efficiently executing Board business with the public, agencies, legislative staff, associations, licensees and applicants.

Executive Director core responsibilities and duties include the following:

- Provides leadership in implementing plans and policies authorized by the Board
- Maintains all official records and financial documents relating to licenses, examination records, and ensures compliance with all state legislation, statutes, rules and regulations
- Reviews and analyzes systems and makes modifications to improve the efficiency of the office
- Establishes effective working relationships with various community groups, universities, and local and state entities regarding the practice of Marriage and Family Therapy and Clinical Professional Counseling
- Utilizes data from previous operational expenses and forecasts future costs for budget needs; prepares annual budget and oversees expenditures; ensures that the Board operates within budget guidelines
- Responds appropriately and in a timely manner to inquiries from applicants, the public, elected officials and others related to the statutes, regulations and procedures
- Ensures that complaints are processed and investigated in a timely manner consistent with complaint procedures and forwards documentation to the Deputy Attorney General for requisite consultation.
- Works with the Association of Marital and Family Therapy Regulatory Boards and the National Board for Certified Counselors regarding applicant eligibility, fees, testing and examination requirements and results.
- Processes applications for licensure, ensures applications are complete, initiates Academic Reviews, ensures fees are paid recorded and deposited in a timely manner
- Prepares materials and makes arrangements for Board meetings; schedules and communicates meeting dates, time and locations; prepares and distributes agenda, meeting materials, and public notices; and prepares meeting minutes in a timely manner
- Maintains a computer database and internet website relative to licensing
- Tracks and maintains receipts and records as needed for annual audits; works with independent auditor for annual audits
- Supervises office staff
- Knowledge of Nevada Open Meeting Law
- Other duties as assigned

HOURS AND SALARY:

- 40 hour work week, normal business hours (Monday-Friday)
- $45, 000 - $50,000 salary, depending upon experience
- PERS retirement benefits (complete compensation package from $51,300 – 64,000)

POSITION LOCATION:

9436 W. Lake Mead Blvd., #11-J
Las Vegas, NV 89134-8342

QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree (B.S. or B.A.) from a regionally accredited four-year college or university; or eight years of experience in progressively responsible management positions; and/or
- Two or more years of experience managing a regulatory program; and
- Two or more years managing budgets; or
- Equivalent combination of education and experience.

Language/Communication Skills

- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to inquiries, concerns or complaints with diplomacy and tact and in a timely manner
- Ability to communicate with effectively with employees, applicants, Board of Directors, community agencies, and other professionals
- Ability to relate to people of all levels and possess excellent communication skills

cMathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratios and percentages
- Ability to prepare and interpret charts, tables and graphs

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving concrete and abstract thinking

Computer Skills

- Word Processing Software (Word)
- Spreadsheet Software (Excel)
- Database Software (Access)
- Presentation Software (Powerpoint)
- Accounting Software (Quickbooks)
- Internet and Website

Other Skills and Abilities

- Energetic, forward-thinking person
- High ethical standards
- Sound technical skills
- Analytic ability
- Well-organized and self-directed, who is detail-oriented and a team player

TO APPLY:

- Letter of interest, specifying how applicant meets qualifications
- Resume
- 3 Letters of Recommendation
- Email materials to mftedapplications@mftbd.nv.bd with "Executive Director Position" in subject line (electronic submissions only)
- Applications will be accepted until 10/15/15

Please note: *In accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors will be held in an open public meeting.*

The Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors is an Equal Opportunity Employer.