



# State of Nevada

*Invites you to apply for*

## Executive Director



# THE STATE OF NEVADA

## MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

## VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO  
ACHIEVE GREAT DEEDS  
WILL NEVER BE IN  
QUESTION, BECAUSE WE  
WILL FOLLOW THE NEVADA  
WAY – NEVER GIVE UP,  
NEVER GIVE IN, AND NEVER  
STOP DREAMING.”**



**Governor Joe Lombardo**  
*STATE OF THE STATE ADDRESS*

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.

## MISSION STATEMENT:

*The Board's mission is to protect the public's health, safety and welfare through effective nursing regulation. It is a government agency established by Nevada law to protect the public from unsafe practice by nurses.*

## VISION STATEMENT:

*The Nevada State Board of Nursing is a seven-member board appointed by the Governor consisting of four registered nurses, one practical nurse, one certified nursing assistant and one consumer member. One member must represent the interests of those who are indigent, uninsured, or unable to afford health care. The Board is advised by and appoints members to six standing advisory committees.*

The Board's functions include:

- Establishing minimum practice standards
- Approving schools of nursing and nursing assistant training programs
- Adopting exams for licensing/certification
- Licensing Registered Nurses, Licensed Practical Nurses, and Advanced Practiced Registered Nurses
- Certifying Registered Nurse Anesthetists, Emergency Medical Service/Registered Nurses, and Certified Nursing Assistants
- Developing and adopting regulations
- Appointing advisory committees to get direct nursing input
- Approving education/training programs for ongoing competency
- Investigating complaints against nurses and nursing assistants
- Conducting disciplinary proceedings
- Administering alternative program for nurses and CNAs recovering from chemical dependency
- Publishing, distributing and providing education on the Nurse Practice Act
- Collaborating with consumers, individuals, groups and organizations
- Providing education to increase public awareness and understanding of the Board's role and purpose

## UNIT SECTIONS:

**The Nevada State Board of Nursing is a title 54 board established in 1923. The Nevada State Board of Nursing is a quasi-state agency funded through license/certification fees and does not receive appropriations from the State General Fund.**

# THE IDEAL CANDIDATE



**Join a team where your impact  
will matter from day one.**

## WHAT WE'RE LOOKING FOR:

The ideal candidate must have:

- The ability to objectively obtain and analyze information, knowledge and applicability of the nurse practice act including scope of practice and standards of care.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to manage the workflow of employees, delegate tasks, assess the work performance of employees and report employee performance.
- Ability to work under pressure and meet deadlines.
- Ability to work well with others during conversations, projects, meetings or other collaborations.
- Ability to manage change and deal with situations as they arise while maintaining professionalism.
- Knowledge of board policies and ability to understand Nevada statutes and regulations.

## WHAT YOU'LL BE DOING:

The executive director is an executive level position that serves as the chief administrator, providing leadership and implementing Board policies to carry out the mission of the Nevada State Board of Nursing. The executive director reports directly to a seven-member board appointed by the Nevada Governor.

This is a full-time position.

## KEY QUALITIES & COMPETENCIES:

**Knowledge of Work:**

Oversee the daily operations and activities associated with the administration of the office.

**Situational Responsiveness:**

Effectively communicate with the Board, board staff, other state agencies and members of the public regarding Board business.

**Initiative:**

Act independently without specific instruction, as appropriate.

**Dependability:**

Ensures decisions of the Board are carried out as directed in a timely manner.

**Performance Planning and Documentation:**

Ensure supervisors within the office are following correct processes for performance objectives and appraisals for their staff.

## SALARY:

Employer Paid Retirement Salary  
Range: \$126,540 - \$255,300

## QUALIFICATIONS:

Minimum education and experience required:

- Graduate degree in nursing, business management or related field
- Active Nevada RN license
- At least five years' experience in a management position

## LOCATION:

Las Vegas or Reno

# STATE BENEFITS

*The State of Nevada offers a wide array of benefits to employees, including:*

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
  - Twelve paid holidays per year
  - Paid time off
- Participation in the Public Employees' Retirement System (**PERS**)
  - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



# APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis. Applicants are therefore strongly encouraged to submit their applications as soon as possible.

Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Nevada State Board of Nursing, Attn: Gail Trujillo, 6005 Plumas Street, Ste. 100, Reno, NV 89519 or email scanned documents to: [gtrujillo@nsbn.state.nv.us](mailto:gtrujillo@nsbn.state.nv.us).

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

