

NEVADA STATE BOARD OF OPTOMETRY



MARIAH SMITH, O.D.
Board President

Post Office Box 1824
Carson City, Nevada 89702
Telephone: (775) 883-8367
Facsimile: (775) 305-0105

JEFFREY AUSTIN, O.D.
Board Member

STEPHANIE LEE, O.D.
Board Member

DREW JOHNSON
Public Board Member

Executive Director

Non-Classified, Full Time Permanent Position

The **Nevada State Board of Optometry** seeks applicants to fill its **Executive Director** position, with employment to begin after July 1, 2023. The Executive Director manages the Board's day-to-day operations and supervises its staff. This position offers those benefits available to Nevada's State employees, including PERS, PEBP, vacation and sick leave. The salary range will vary depending upon the skills & experience of the successful applicant but is expected to fall between \$65,000 and \$100,000 annually on the Employer-paid PERS retirement scale.

PLEASE NOTE: Per the Nevada Open Meeting Law, interviews must take place at an open and public meeting with the names of candidates to be interviewed published on the Board's Agenda. Initial interviews will be open to the public and held via Zoom or a similar platform on a date to be determined. In-person **final interviews** will take place the afternoon of **June 22, 2023, in Reno, NV** as part of an open and public meeting of the Board.

Duties and Responsibilities:

The Executive Director manages the overall activities and functions of the Board. Primary responsibilities include, but are not limited to:

- Coordinate all aspects of optometrist licensing, monitoring and compliance including but not limited to accepting applications, issuing new licenses & certifications, license renewal and all related documents and processes.
- Serve as Board liaison with individuals and agencies including the Governor's office, state agencies, professional organizations, licensees, applicants, complainants, and the general public.
- Manage the public complaint, hearing and disciplinary action process to include reviewing initial complaints for sufficiency and authority, conducting investigations to determine merit and reporting recommendations for discussion with Board prosecutor, facilitate disciplinary hearings, negotiate settlement agreements, and monitor discipline.
- Ensure compliance with all applicable federal, state and other statutes, rules, regulations, executive orders and policies.

- Coordinate NRS and NAC revisions related to optometry, research and make recommendations, conduct public workshops and hearings. Monitor and respond to legislative actions and requests for information; represent the Board during legislative sessions as directed by the Board. Prepare fiscal notes as requested by LCB Fiscal.
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes per Nevada Law.
- Create and manage the Board's database, public website and related contracts and licenses.
- Prepare, oversee, and administer the Board's annual operating budget, bill paying, payroll, audit, supplies, services and contracts.
- Oversee day to day operations, negotiate leases, maintaining equipment, facilities, and network.

Minimum Qualifications:

A bachelor's degree (B. S. or B. A.) from an accredited four-year school is required, plus five years of work experience in a State or local government agency with duties relevant to this position, or a comparable level of related experience and education.

(Prior experience managing professional licensing and/or boards and commissions is highly preferred.)

Minimum Knowledge, Skills, and Abilities:

- Read, analyze and interpret government regulations and statutes including but not limited to : NAC and NRS 636, NRS 241, and NRS 233B.
- Write reports, business correspondence, newsletters, disciplinary actions, operational procedures and other materials clearly, in English.
- Effectively communicate ideas and data to groups, agencies and other governmental entities.
- Collaborate effectively with diverse groups including Board members, legislators, advisory committees, media, universities, credentialing companies, other occupational boards, Associations, licensees, attorneys, and the public.

Position Location and Travel Requirements:

Currently, the Board office is established in Carson City but could be relocated to accommodate a successful candidate. Remote work or partial remote work may be available.

The position requires infrequent travel for meetings in Reno and Las Vegas (usually not requiring an overnight stay), and legislative or committee meetings. Travel to national conferences may be possible.

To apply, please send an explanatory cover letter of no more than two pages, including your desired salary, along with your resume, via **e-mail** to: NVOptometryED@gmail.com. To be considered, these materials must be received by 11:59 pm on Thursday, May 25, 2023. No mail or personal delivery of applications will be accepted.

This recruitment may close at any time based on the number of applications

Depending on the number of qualified applicants, initial interviews may be held. Any such initial interviews will be open to the public and held via Zoom or a similar platform on a date to be determined.

In-person **final interviews** will take place the afternoon of **June 22, 2023, in Reno, Nevada** as part of an open public meeting of the Board.

The State of Nevada and the Nevada State Board of Optometry are committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and do not discriminate on the basis of 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.