



State of Nevada
Board of Occupational Therapy

EXECUTIVE DIRECTOR RECRUITMENT

The Executive Director is the chief executive officer for the Board of Occupational Therapy. The position is an unclassified position appointed by and serving at the discretion of the Board.

The Board of Occupational Therapy regulates the practice of occupational therapy and licenses occupational therapists and occupational therapy assistants in the State of Nevada, NRS 640A and NAC 640A. The Administrative Offices are located in Reno, Nevada. Information about the Board can be found at www.nvot.org.

DUTIES AND RESPONSIBILITIES: The position is responsible for the management of all Board activities and functions including, but not limited to:

- Coordinating and implementing the Board strategic plan and planning process
- Facilitating and/or conducting Board Member Training
- Developing concepts and innovations for Board consideration that will improve the Board's effectiveness and efficiency
- Promoting the Board's activities and functions
- Serving as Board liaison with individuals, state agencies and other state and national organizations
- Facilitating Board and Committee meetings and activities in compliance with the Nevada Open Meeting law NRS 241
- Managing the Board's financial management system
- Managing the Board complaint and disciplinary action process
- Managing regulatory functions as authorized in NRS 640A and NAC 640A
- Overseeing Licensing, Personnel and Agency Operations

EDUCATION AND EXPERIENCE: Bachelor's degree or higher and a minimum of four years management experience; or six (6) years equivalent combination of education and relevant professional experience. Experience and knowledge of public administration, financial management and professional occupational licensing preferred.

WORK SETTING: Work may be performed primarily on-site with option for hybrid remote work.

Successful applicant must be a current resident of the State of Nevada or become a resident within three (3) months of the start date of employment.

SALARY and BENEFITS: The starting salary is approximately \$88,150 dependent upon skills and experience. The Board offers 457(b) retirement benefits, with employer contributions after 1 year and six (6) weeks PTO leave. Medical insurance benefits are negotiable.

TO APPLY: Resumes detailing qualifications and work experience will be accepted by email sent to board@nvot.org through **June 30, 2023**. Top candidates must be available for interview in person with the Board at a public meeting on **August 5, 2023**, in Reno, Nevada. The position start date is estimated as **September 1, 2023**.

The Board reserves the right to close recruitment prior to June 30, 2023.