



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.



STATE BOARD OF OSTEOPATHIC MEDICINE

MISSION STATEMENT:

To protect and safeguard the public by licensing and disciplining Doctors of Osteopathic Medicine, Physician Assistants and Anesthesiologist Assistants.



The Nevada State Board of Osteopathic Medicine ("the Board") is seeking an Executive Director, who is appointed by the Board and serves at the pleasure of the Board.

Duties and responsibilities include management of Board activities and functions, including, but not limited to oversee general agency operations:

- Implement Board Administrative Policies and Procedures
- Understand and adhere to Nevada Revised Statutes (NRS) Chapter 633/Nevada Administrative Code (NAC) Chapter 633 and other applicable statutes and regulations
- Manage office operations, including creating and maintaining official records, documents, and reports
- Serve as Board liaison and spokesperson
- Maintain and enhance relationships between the Board, state, local, and federal government agencies or representatives and allied professional and medical associations
- Manage the contract preparation and submittal process
- Prepare correspondence on behalf of the Board
- Maintain and manage the office database and website
- Ensure compliance with NRS 232.8415 and related regulations
- Board Meetings: Prepare Board Meeting agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law (NRS 241); attend Board meetings; propose innovations to improve Board effectiveness and efficiency
- Coordinate and manage statute and regulation adoptions/revisions
- Oversee the licensing process in accordance with statutes/regulations
- Oversee the Public Records requests in accordance with Nevada Public Records law (NRS 239)
- Manage the Board complaint and disciplinary process
- Ensure legislative and audit reports are submitted
- Appear before the Legislature as need; maintain legislative oversight; assist with legislative matters
- Work with bookkeeper and auditor with Board accounting functions
- Prepare Board's monthly financials and annual budget
- Hire, train, supervise, evaluate and discipline staff
- Submit and oversee bi-weekly payroll
- Maintain and revise Board and Personnel handbooks as needed

UNIT SECTIONS:

N/A

THE IDEAL CANDIDATE



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

WHAT WE'RE LOOKING FOR:

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

WHAT YOU'LL BE DOING:

The Executive Director serves as the chief executive and administrative officer of the agency. The Executive Director performs such special projects and duties as may be assigned or required by the Board. The Executive Director plans, organizes, coordinates, directs, and evaluates programs, activities, and staff of the agency. This is an administrative position that requires management and office operations experience and attention to detail. The Executive Director must have financial management experience and expertise with Microsoft Office software (Word, Excel, PowerPoint, Teams, etc.); must be able to manage multiple projects and initiatives simultaneously.

QUALIFICATIONS:

A Bachelor's Degree (B.S. or B.A.), from an accredited four-year college/ university is required; law degree or Master's degree (J.D., MPA, or MA level is preferred).

Five years experience in state or other governmental agencies (preferably with occupational licensing boards) or a comparable level of experience and education and at least five years experience in the management and supervision of staff

Hold or be able to acquire a valid Nevada driver's license.

KEY QUALITIES & COMPETENCIES:

Strong written and verbal communication with Board, licensees, agencies, and public

Clear, timely written reports

Persuasive public speaking

Sound judgment and decision-making under stress

Knowledge of NRS/NAC Chapter 633 and Board procedures

Strong interpersonal and conflict resolution skills

Proficiency with computer applications and databases

Microsoft Office Suite, including Teams

SALARY:

Salary range for this position is: \$105,000 to \$135,000 annually (DOE) on the Employer Paid Retirement schedule.

LOCATION:

Henderson, NV 89074

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
 - Personal Time Off (PTO) per Board Policy
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees



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 and will continue to be accepted until the position is filled. 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 Osteopathic Medicine
ATTENTION: Frank DiMaggio, Executive Director
2275 Corporate Circle, Suite 210
Henderson, NV 89074
fdimaggio@bom.nv.gov

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!

