NEVADA BOARD OF OSTEOPATHIC MEDICINE - JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

POSITION LOCATION: Henderson, NV

DESCRIPTION:

The Executive Director is appointed by the Nevada State Board of Osteopathic Medicine and serves at the pleasure of the board 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. Plans, organizes, coordinates, directs and evaluates programs, activities and staff of the agency.

Note: this is an administrative position that requires management and office operations experience and attention to detail.

PROFESSIONAL QUALIFICATIONS, DEMONSTRATED SKILLS AND COMPETENCIES:

A Bachelor’s degree (B.S. or B.A.) from an accredited four-year school is required; a Master’s or law degree (MPA, MA or J.D. level is preferred).

- Five years of experience in state or other local governmental agencies (preferably with occupational license boards) or a comparable level of experience and education
- At least five years experience in the management/supervision of staff
- Strong written and verbal communication
- Manage multiple projects and initiatives simultaneously
- Attention to detail, including performing administrative processes and procedures
- Financial management (financial and budget preparation, projections, and audit compliance)
- Expertise with Microsoft Office software (Word, Excel, etc.)

DUTIES AND RESPONSIBILITIES: Management of the Board activities and functions including, but not limited to:

- Oversee general agency operations
- Implements Board Administrative Policies and Procedures
- Understands and adhere to Nevada Revised Statutes (NRS) Chapter 633/Nevada Administrative Code (NAC) Chapter 633 and other applicable statutes.
- Manages 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 medical associations
- Manage the contract preparation and submittal process
- Prepare correspondence on behalf of the Board
- Maintain the office database and website
- Board Meetings
  - Prepare Board Meeting agendas, supporting documents, and minutes in accordance with Nevada Open Meeting law (NRS 241)
  - Propose innovations to the Board to improve the Board’s effectiveness and efficiency
  - Attend Board Meetings
- Law and Regulatory Compliance
  - Coordinate and manage statute and regulation revisions
  - Oversee the licensing process in accordance with the statutes/regulations
  - Manage the Board complaint and disciplinary action process
• Review, analyze and interpret governmental regulations and statutes
  • Ensure legislative and audit reports are submitted
  • Appear before the Legislature as needed; communicate and work with Board lobbyist, Board Counsel and President to maintain legislative oversight and assist with legislative matters
• Budgeting and Financial Reporting
  • Work with bookkeeper and auditor in Board accounting functions
  • Prepare and administer the Board’s monthly financials and annual budget
• Personnel Administration
  • Hire, train, supervise, evaluate, and discipline staff
  • Submit and oversee bi-weekly payroll
  • Maintain and revise Board and Personnel handbooks as needed

WORK ENVIRONMENT
• Work is performed in a typical office setting in Henderson, NV. Travel and use of personal vehicle may be required.
• Requires sufficient personal mobility and physical reflexes to permit the employee to function in a general office environment to accomplish tasks

LICENSES AND CERTIFICATES
• Hold or be able to acquire a valid Nevada driver’s license or equivalent government issued identification appropriate for air travel.

BENEFITS/COMPENSATION OFFERED
• Medical and Dental
• PERS (Public Employees Retirement System)
• Annual Paid Holidays (11)
• Paid Time Off (PTO)
• Deferred Compensation
• Supplemental Insurance Plans

SALARY RANGE: $95,000-$100,000

APPLICATION DEADLINE: Until Recruitment is Satisfied

Eligible applicants who meet the minimum qualifications will be considered.

Please forward your resume, cover letter and two professional references to:

osteo@bom.nv.gov

The Nevada State Board of Osteopathic Medicine is an equal opportunity employer

Please indicate in the letter of interest how you learned about this position