



State of Nevada
**Speech-Language Pathology, Audiology and
Hearing Aid Dispensing Board**

**Executive Director Recruitment
(Part-Time)**

The Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board (Board) is seeking an Executive Director. The Board's duty is to protect the public health, safety and welfare by ensuring only competent persons practice speech-language pathology, audiology and hearing aid dispensing in this State. The Board is responsible for licensing practitioners, enacting regulations and enforcing the laws and regulations relating to the professions.

The Executive Director is the administrative officer for the Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board and its Advisory Committee on Fitting and Dispensing Hearing Aids. The Executive Director is appointed by and serves at the discretion of the Board.

The position is an unclassified salaried position working on average 25 or more hours per week. The salary and benefits are established by the Board; the position is not part of the State personnel system.

The Executive Director is responsible for the management of the Board activities and functions to include, but not limited to Board administrative policies and procedures, board and committee meetings, legislative and lobbying activities, law and regulatory compliance, budgeting, contract management, financial reporting and the disciplinary action and complaint process. The Executive Director's responsibilities include, but are not limited to:

- Implementing the directives, policies and procedures created and approved by the Board;
- Developing concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency;
- Promoting the Board's activities through marketing, public relations, electronic media and website;
- Promoting the Board's functions through written communications; coordinating Board activities; and presenting at meetings, workshops, and other settings;
- Facilitating Board and Advisory Committee meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting Law NRS 241;
- Preparing and administering the Board's annual budget; coordinating agency financial reporting and financial audits, contract management and CETS requirements;
- Serving as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organizations and the public;

- Managing the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct of informal investigations, initial determination of merit and, when appropriate, coordinating in concert with legal counsel, settlement agreements, disciplinary hearings and monitoring of probationary licensees;
- Coordinating and managing NRS law and NAC regulation revisions, conducting research and making recommendations, conducting public workshops and hearings, and testifying at legislative committees, as necessary;
- Reviewing and responding to legislative actions, bills and requests for information; representing the Board at legislative sessions, committee meetings, legislative hearings and interim session meetings as directed by the Board;
- Overseeing general agency operations and activities of the Executive Assistant/Licensing Coordinator; reviewing and approving financial, personnel and payroll transactions.

Qualifications

Candidates should have proven leadership and management experience. Demonstrated experience and qualifications include:

- At least three years management experience in a state or local governmental agency, preferably involving occupational licensing;
- Bachelor's degree preferred, with a major in public administration, or related field or five (5) years equivalent combination of education and experience.
- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241)
- Knowledge of governmental processes and available technology;
- Ability to read, analyze and interpret governmental regulations and statutes;
- Ability to write reports, business correspondence, policies, procedures and manuals;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

The salary range for the position is \$64,686.24 - \$97,238.16, full-time equivalent. Beginning salary will be pro-rated to reflect part-time equivalency and will be commensurate with the knowledge and experience as described herein. The position is co-located with the State Board of Occupational Therapy, in Reno, Nevada. The anticipated start date is October 1, 2019.

Interested applicants must submit a cover letter describing how the applicant meets the qualifications of the position, a resume and three (3) references to the following address. Email submission is preferred.

Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board
P.O. Box 34540
Reno, NV 89533
board@nvspeechhearing.org

Letters of interest and documentation will be accepted through June 30, 2019. Qualified applicants will be selected for initial interview by July 30, 2019. Top applicants will be invited to attend a final interview before the Board, date to be determined.