



State of Nevada

invites you to apply for

PROGRAM MANAGER



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.

MISSION STATEMENT:

The mission of the Nevada State Board of Dental Examiners is to protect the public by licensing and regulating dental professionals consistent with NRS 631 and NAC 631 and by establishing and enforcing standards of practice to ensure dental professionals provide safe, competent, and ethical oral health care for all people who receive care in Nevada.

UNIT FUNCTION, RESPONSIBILITIES, GOALS & SERVICES

The Program Support Department manages the administration, coordination, documentation, and compliance activities for the Board's continuing education, advanced education, infection control, anesthesia and sedation, and public health programs. The unit supervises staff, maintains program records and tracking systems, monitors deadlines, coordinates communication with licensees and stakeholders, and prepares materials for committee and Board meetings.

Its goal is to ensure assigned programs operate accurately, efficiently, consistently, and in compliance with Board policies, NRS Chapter 631, and NAC Chapter 631.

UNIT SECTIONS:

Program Support Areas

- Continuing Education
- Advanced Education
- Inspections - Infection Control
- Evaluations - Anesthesia & Sedation
- Public Health
- Committee & Board Support

THE IDEAL CANDIDATE



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

WHAT WE'RE LOOKING FOR:

The ideal candidate is a highly organized, service-oriented leader with healthcare experience and a strong commitment to public protection, regulatory compliance, and operational excellence. This person can supervise and develop staff, manage multiple programs and deadlines, communicate clearly, resolve conflicts professionally, and maintain confidentiality. The successful candidate is accountable, detail-oriented, adaptable, collaborative, and comfortable exercising sound judgment with Board members, licensees, applicants, legal counsel, and the public.

WHAT YOU'LL BE DOING:

Reporting to the Executive Director, the Program Manager supervises Program Support staff and oversees the administration of continuing education, advanced education, infection control, anesthesia and sedation, and public health programs.

- Assign, train, supervise, and evaluate staff.
- Manage workflows, records, deadlines, and tracking systems.
- Coordinate committee meeting schedules, agendas, notices, materials, minutes, and follow-up.
- Prepare reports and Board and committee materials.
- Communicate with licensees, applicants, educational programs, Board agents, counsel, and the public.
- Identify operational gaps and support audits, records requests, and regulatory needs.

QUALIFICATIONS:

- Bachelor's degree in healthcare, business, public administration, or a related field.
- Professional healthcare experience required; dental experience ideal.
- Supervisory, program-management, regulatory/government, or administrative-management experience preferred.
- Strong leadership, organization, communication, analytical, technology, and confidentiality skills.

KEY QUALITIES & COMPETENCIES:

- Leadership and staff development
- Program and deadline management
- Regulatory and compliance awareness
- Clear written and verbal communication
- Customer service and conflict resolution
- Analytical problem-solving
- Meeting and records management
- Accuracy and attention to detail
- Office, database, and tracking technology
- Confidentiality and HIPAA awareness

SALARY:

Starting Grade 35-05 to 45-05

Option 1 (Employer/Employee): \$76,608.72-
\$100,098.72

Option 2 (Employer): \$65,625.84-\$85,733.28

LOCATION:

2651 N. Green Valley Pkwy.,
Ste. 104 Henderson, NV 89014

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
 - Three weeks of annual leave
 - Three weeks of sick leave
- 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 and CBA 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:

APPLICATION CONTACT

A.L. Higginbotham, MBA, Executive Director

Nevada State Board of Dental Examiners

Email: nsbde@dental.nv.gov | Phone: (702) 486-7044

Mail/Delivery: 2651 N. Green Valley Parkway, Suite 104, Henderson, Nevada 89014

Email subject: **Program Manager Application - [Applicant's Full Name]**

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!

