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BOARD OF MASSAGE THERAPY

Southern Nevada Operations Manager
Full-time, Unclassified Position
Open Competitive: Open Until Recruitment Need is Satisfied
Posted: August 4, 2017

Salary Range: \$45,000 to \$65,000

The Nevada State Board of Massage Therapy is seeking qualified applicants for the position of Southern Nevada Operations Manager. This is an unclassified full-time position in Las Vegas.

Recruitment:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Nevada State Board of Massage Therapy.

Position Responsibilities:

The Southern Nevada Operations Manager reports to the Executive Director for the Nevada State Board of Massage Therapy. This position is located in Las Vegas. This position will assist the Executive Director with all Board functions conducted in Clark and Nye counties including sanitation inspections, establishment licensure, office administration, Board meetings, representing the Board at both schools and professional association meetings, and testifying on behalf of the Board at legal proceedings. The Southern Nevada Operations Manager will be responsible for the day-to-day supervision of all Board staff located in the Southern Nevada office. Candidates must possess the following qualifications:

- Ability to work independently.
- Experience with supervision and management.
- Communication skills including public speaking and the ability to write reports.
- Critical thinking and the ability to evaluate processes and make recommendations for streamlining Board practices and improving efficiencies.
- Ability to insure compliance with NRS 640C and NAC 640C.
- Understanding of the massage industry and the operation of establishments in Southern Nevada including spas, private practices and outcall services.
- Competency in Microsoft Office including Outlook, Excel, Word, and PowerPoint.
- Ability to compile statistics regarding the jurisdiction and analyze industry data.
- Excellent customer services skills both with licensees and the public.
- Time management skills and the ability to coordinate projects with other staff members

Approximate Annual Salary \$45,000 to \$65,000 plus benefits:

Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is available with a reduced salary.

Benefits:

The Nevada State Board of Massage Therapists offers a wide range of benefits including participation in the Public Employees Retirement System (PERS), participation in the Public Employees Benefit System (PEBP) which offers health, vision, dental, life and disability insurance programs; 11 paid holidays, 120 hours of paid sick leave accruable per year and 120 hours of paid vacation accruable per year.

The Position:

The selected candidate must be able to plan, organize, direct staff, coordinate multiple activities and programs; establish objectives and goals; communicate effectively both orally and in writing; interpret and apply laws, statutes and regulations; maintain excellent relationships with governmental officials, agencies, stakeholders, and the public. Additionally, the incumbent must be available to work some nights and weekends.

Minimum Qualifications:

Candidates must possess at least five (5) years progressive experience in supervision and/or management of employees. Industry experience is preferred.

To Apply:

Submit a resume and cover letter expressing your interest and background along with three professional references to: Nevada State Board of Massage Therapy, Attn: Sandy Anderson, 1755 E. Plumb Lane, Suite 252, Reno, NV 89502, via email to sjanderson@lmt.nv.gov (in the subject line please reference Southern Nevada Operations Manager) or via fax to 775.786.4264. Resumes will be accepted until the position has been filled.

The Nevada State Board of Massage Therapy is an Equal Opportunity Employer.