



## **RECRUITMENT**

### **Executive Director** **Full-time, Unclassified Position** **Posted: July 12, 2023**

The Nevada State Board of Massage Therapy (Board) is seeking qualified applicants for the position of Executive Director. Under general direction of the Board, the Executive Director administers the day-to-day operations of the Board's offices in both Reno and Las Vegas. The position collaborates with other state and local jurisdictions and will serve as a commissioner for the Interstate Massage Compact.

#### **Recruitment Open To:**

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

#### **Assigned Responsibilities (Board Policy 10.5.1):**

1. Oversee the management of the Board office consistent with Board policy and directives.
2. Assist the Secretary/Treasurer in the preparation of the biennial budget; administer the biennial budget as approved by the Board; recommend budget adjustments to the Secretary/Treasurer.
3. Recruit, screen, hire, discipline staff; assign, train, supervise and evaluate staff; approve all staff travel.
4. Schedule, coordinate, and attend Board and other meetings, including, without limitation, any committees of the Board.
5. Maintain records and confidential files, arrange for administrative hearings, report disciplinary actions to requesting entities, and maintain records of such reports.
6. Provide necessary information to the Board and committees of the Board; report progress and needs and recommend necessary actions concerning operation of the Board office.
7. Research and recommend revision to statutes or regulations.
8. Research and recommend purchases of major equipment items.
9. Coordinate the activities of the Board with other boards and agencies as necessary.
10. Attend meetings of professional organizations as approved by the Board.
11. Provide public information to the public as directed.
12. Review credentials of applicants for licensure and recommend licensure or Board action on the applications.
13. Review credentials of renewal, continuing education and approves or denies and advises for Board appeal.
14. Manage office computer hardware, software, and network, and serve as central point of contact within office regarding all computer matters.
15. Assist the Board's auditor with year-end closing of books and audit.
16. Oversee the records of staff vacation, compensatory time, and sick leave balances.
17. Process travel claims for Board members.

18. Perform and coordinate all payroll functions with respect to Board staff salaries and payments due to board members, etc.
19. Coordinate Board and staff insurance matters with the State of Nevada Office of Risk Management and Public Employee Benefits Plan.
20. Assist the Office of the Attorney General in drafting legislative bills and administrative regulations and revisions as required by the Board.
21. Direct the investigation of all complaints and disciplinary matters and operationally supervise the investigative staff.
22. Delegate any duties as necessary.
23. Works with the Chair and legal counsel to get the agenda out timely.
24. Oversees the preparation and distribution of the agenda and copies to the board members and all interested person's mailing lists.
25. Distribute any necessary information to all board members.
26. Performs other duties as deemed necessary and appropriate or required by statute or regulation.
27. Serves as sole intermediary with the media.
28. Serves as the custodian of records.

**Salary Range:**

The salary range of \$87,201 to \$137,808 reflects Public Employee Retirement System contributions by both the employee and employer. An employer paid contribution plan is available with a reduced salary range of \$77,622 to \$120,294.

**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; 13 paid holidays, 120 hours annually of paid sick leave and vacation which are accrued each pay period and available after six (6) months of service..

**To Qualify:**

Preference will be given to candidates with a bachelor's degree and experience in a regulatory environment including office management, inspection, and investigation.

**Successful candidates will exhibit the following:**

1. Ability to lead through example, self-awareness, motivation, empathy, and social skills.
2. Knowledge and application of current management trends and principles.
3. Effective communication of ideas and principles through public speaking and concise written documents.
4. Ability to form and maintain positive working relationships with federal, state, and local jurisdictions as well as staff, other agencies, and stakeholders.
5. Ability to develop and administer a budget.
6. Ability to review and streamline processes and make changes for efficiency and cost savings.
7. Ability to solve problems and address and resolve conflict.
8. Knowledge of the legislative processes.

**Additional Requirements:**

Please provide information regarding the following job-related areas:

1. Describe your experience working in regulatory enforcement.
2. Describe your experience in office administration including the types of position supervised.
3. Describe your experience working with legislators or government officials.
4. Describe your experience participating in public meetings and following open meeting law.
5. Describe your experience developing and administering a budget.
6. Describe any experience you may have with human trafficking and/or dealing with sexual assault victims.

**Licenses:**

Requires a valid Nevada Driver's license.

**Submit Resume and Cover Letter to:**

[sjanderson@lmt.nv.gov](mailto:sjanderson@lmt.nv.gov) (Subject Line ED Recruitment)

Nevada State Board of Massage Therapy

Attn: Sandy Anderson

1755 E. Plumb Lane, Suite 252

Reno, NV 89502

Resumes will be accepted until August 12, 2023.

**Selection Process**

Submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for an interview at a public meeting of the Board on August 25, 2023. The names of these individuals will appear on the agenda for the meeting.

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