



**NEVADA STATE BOARD OF MASSAGE THERAPY
POLICY AND PROCEDURE**

Subject: Board Job Descriptions: Executive Director	Policy No. 10.5.1	
	Issued By: Board	Distribution: Nevada State Board of Massage Therapy Members and Employees
	Amends/Supersedes	
Reference(s): NSBMT Employee Manual	Effective Date: 7/1/2019 Updated: 11/20/2019 Updated: 6/10/2020 Updated: 7/1/2020 Updated 7/1/2022 Updated: 7/1/2023 Updated 7/1/2024	

JOB TITLE: EXECUTIVE DIRECTOR
RECEIVES DIRECTIVES FROM: CHAIRPERSON AND THE BOARD
SUPERVISORY RESPONSIBILITY: STAFF

DEFINITION AND SUMMARY

Under general direction of the Board, administers the day-to-day operations of the Nevada State Board of Massage Therapy (NSBMT). Provides information and advice as required by the Board.

ASSIGNED RESPONSIBILITIES:

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 employees; assign, train, supervise and evaluate staff; approve all staff travel.
4. Schedule, coordinate, and attend Board and committee meetings.
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 in 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 employee 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 employee salaries and payments due to board members, etc.
19. Coordinate Board and staff insurance matters with the State of Nevada Office of Risk Management.
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. Has the authority to delegate any duties as sees fit.
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.

MINIMUM QUALIFICATIONS:

SALARY LEVEL: \$80,727.61 to \$125,105.79 Employer Paid Retirement

\$90,689.82 to \$143,321.15 Employee/Employer Paid Retirement

The Board is a choice agency with the Public Employees Retirement System. As such each employee must be given the option of whether to participate in the Employer Paid or Employee/Employer Paid retirement plan. Once an employee chooses to participate in the Employer paid plan, that employee is no longer eligible to participate in the Employee/Employer plan.

KNOWLEDGE, SKILLS, AND ABILITIES:

TRAINING AND EXPERIENCE:

LICENSES AND CERTIFICATES:

APPROVED: 2/8/2008

REVISED: Executive Director Pay maximum employer paid was \$92,000 when the policy was originally approved.

- 7/1/17 Cost of Living Adjustment 2% approved 5/3/2017 maximum \$93,840
- 7/1/18 Cost of Living Adjustment 2% approved 4/18/2018 maximum \$95,716.80
- 7/1/19 Cost of Living Adjustment 3% approved 6/3/2019 maximum \$98,588.30
- 6/10/20 Pay increase granted 5% increased maximum to \$102,963.59
- 7/1/20 Cost of Living Adjustment 3% approved 1/8/2020 increased maximum to \$106,052.50
- 7/1/22 Cost of Living Adjustment 3% approved 6/8/2022 increased maximum to \$109,234.08
- 7/1/23 Cost of Living Adjustment 12% approved 6/7/2023 reduced by PERS increase net increase 10.125% maximum \$120,294.03.
- 7/1/2024 Cost of Living Adjustment 4% approved 6/7/2023 maximum \$125,105.79

APPROVED: 6/7/2023