

Nevada State Board of NURSING

Job posting: Executive Director

Job summary: The executive director is an executive level position that serves as the chief administrator, providing leadership and implementing Board policies to carry out the mission of the Nevada State Board of Nursing. The executive director reports directly to a seven-member board appointed by the Nevada Governor. This is a full-time position.

FSLA: Salaried exempt position.

Minimum education and experience:

- Graduate degree in nursing, business management or related field required.
- Active Nevada RN license required.
- At least five years' experience in a management position required.

Travel: Substantial travel is required.

Essential functions:

Knowledge of Work

- Oversee the daily operations and activities associated with the administration of the office.
- Oversee the establishment of meetings to ensure compliance with Nevada Open Meeting Law.
- Be present during Board meetings/conference calls to participate in discussions relating to Board business.
- Implement directives of the Board.
- Maintain a working knowledge of the statutes and rules that relate to areas of responsibility.
- Maintain a comprehensive and up-to-date understanding of the legislative and rulemaking process to effectively support board members, the division, the department, the Governor's Office, other state agencies, and the public.
- Maintain a working knowledge of financial management in order to ensure financial stability of the Board.
- Serve as liaison to the Governor's office, other state agencies and public.
- Serve as a resource and provide advice and assistance to Board members, staff, other agencies and public.
- Keep the Board apprised of any changes that may potentially impact the Board.
- Represent the Board in a positive manner.
- Represent the Board by testifying in depositions and hearings, as required.
- Represent the Board at various meetings and functions within the private and public sector.

Situational Responsiveness

- Effectively communicate with the Board, board staff, other state agencies and members of the public regarding Board business.
- Bring to attention of Board any issue that cannot be resolved or needs clarification.
- Accept constructive feedback.
- Exhibit a willingness to work in a team.
- Actively listen to new ideas affecting the NSBN.
- Remain professional and calm in tense situations.
- Deliver feedback to others in a constructive and private manner

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Initiative

- Act independently without specific instruction, as appropriate.
- Assess processes on a continuous basis and develop options for potential solutions.
- Remain results oriented.
- Identify and recommend methods of improvement in the quality of services to applicants and licensee, agency communication, etc.

Dependability

- Ensures decisions of the Board are carried out as directed in a timely manner.
- Prompt and regular attendance is expected to exhibit efficient use of work hours.
- Successfully travels, occasionally overnight to attend meetings, conferences and conduct Board business.
- Successfully processes sensitive information and maintains confidentiality.
- Maintain a professional level of interaction with Board members, co-workers and public.
- Maintain compliance with agency policies and procedures.

Performance Planning and Documentation

- Prepare performance objectives for all new direct reports and present to the employee within their first 90 days of employment. Prepare performance appraisal to be discussed with employee at or prior to conclusion of probationary period.
- Prepare annual appraisal of all direct report employees by July 1 each year.
- Ensure supervisors within the office are following correct processes for performance objectives and appraisals for their staff.
- Monitor employee performance and maintain proper documentation throughout the year so that it can be utilized to praise, critique and coach throughout the year and to assist during the evaluation preparation.

Knowledge, skills and abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent critical thinking, deductive reasoning and problem-solving skills.
- Ability to objectively obtain and analyze information, knowledge and applicability of the nurse practice act including scope of practice and standards of care.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to manage the workflow of employees, delegate tasks, assess the work performance of employees and report employee performance.
- Ability to work under pressure and meet deadlines.
- Ability to work well with others during conversations, projects, meetings or other collaborations.
- Ability to manage change and deal with situations as they arise while maintaining professionalism.
- Proficient with Microsoft Office Suite or related software with the ability to learn new or updated software.
- Knowledge of board policies and ability to understand Nevada statutes and regulations.

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Salary and Benefits:

The salary for the executive director begins at \$126,540 (employer paid retirement) annually. Board employees currently observe 12 state holidays and are eligible for Paid Time Off benefits. The Board receives no Nevada General Fund monies and exists solely on licensure and certification fees. The position is entitled to receive health and retirement benefits through the State of Nevada Public Employee Benefit Plan and Public Employee Retirement System.

How to apply:

Interested applicants must submit a cover letter describing how the applicant meets the requirements of the position and a resume to: Nevada State Board of Nursing, Attn: Gail Trujillo, 6005 Plumas Street, Ste. 100, Reno, NV 89519 or email scanned documents to: gtrujillo@nsbn.state.nv.us.

*****THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE*****