

BOARD OF EXAMINERS FOR MFTs AND CPCs

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors (hereafter referred to as “Board”) is empowered under NRS 641A to set minimum standards for the licensing of marriage and family therapists and clinical professional counselors and to oversee the ethical conduct of licensees in the State of Nevada.

POSITION LOCATION

7324 W. Cheyenne Avenue #9
Las Vegas, NV 89129

SUMMARY OF POSITION RESPONSIBILITIES

The Executive Director is responsible for the administration and oversight of all daily operations of the Board, effectively and efficiently executing Board business with the public, agencies, legislative staff, associations, licensees and applicants.

Executive Director core responsibilities and duties include the following:

- Provides leadership in implementing plans and policies authorized by the Board
- Maintains all official records and financial documents relating to licenses, examination records, and ensures compliance with all state legislation, statutes, rules and regulations
- Reviews and analyzes systems and makes modifications to improve the efficiency of the office
- Establishes effective working relationships with various community groups, universities, and local and state entities regarding the practice of Marriage and Family Therapy and Clinical Professional Counseling
- Utilizes data from previous operational expenses and forecasts future costs for budget needs; prepares annual budget and oversees expenditures; ensures that the Board operates within budget guidelines
- Responds appropriately and in a timely manner to inquiries from applicants, the public, elected officials and others related to the statutes, regulations and procedures
- Ensures that complaints are processed and investigated in a timely manner consistent with complaint procedures and forwards documentation to the Deputy Attorney General for requisite consultation.
- Works with the Association of Marital and Family Therapy Regulatory Boards and the National Board for Certified Counselors regarding applicant eligibility, fees, testing and examination requirements and results.
- Processes applications for licensure, ensures applications are complete, initiates Academic Reviews, ensures fees are paid recorded and deposited in a timely manner
- Prepares materials and makes arrangements for Board meetings; schedules and communicates meeting dates, time and locations; prepares and distributes agenda, meeting materials, and public notices; and prepares meeting minutes
- Maintains a computer database and internet website relative to licensing
- Tracks and maintains receipts and records as needed for annual audits; works with independent auditor for annual audits
- Supervises all office staff

- Other duties as assigned

QUALIFICATIONS

Minimum Education and/or Experience

- Bachelor's degree from a regionally accredited four-year college or university (master's preferred); or eight years of experience in progressively responsible management positions; and
- Two or more years of experience managing a regulatory program or licensing board; and
- Two or more years managing budgets; or
- Equivalent combination of education and experience.
- Knowledge of and/or experience in the behavioral health field preferred.
- Knowledge of and/or experience in state laws and professional ethics preferred.

Language/Communication Skills

- Ability to read, analyze and interpret complex documents
- Ability to respond effectively to inquiries, concerns or complaints with diplomacy and tact
- Ability to communicate with effectively with employees, applicants, Board of Directors, community agencies, and other professionals
- Ability to relate to people of all levels and possess excellent communication skills

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure
- Ability to compute ratios and percentages
- Ability to prepare and interpret charts, tables and graphs

Reasoning Ability

- Ability to apply common understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving concrete and abstract thinking

Computer Skills

- Word Processing Software (Word)
- Spreadsheet Software (Excel)
- Database Software (Access)
- Presentation Software (Powerpoint)
- Accounting Software (Quickbook)
- Internet and Website

Other Skills and Abilities

- Energetic, forward-thinking person
- High ethical standards
- Sound technical skills
- Analytic ability
- Well-organized and self-directed, who is detail-oriented and a team player

Physical Demands

- Occasionally lift and/or move up to 20 pounds
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus

HOURS AND SALARY

- 20 hour work week (Monday-Friday)
- Salary of \$26-\$31,200 depending upon experience

TO APPLY

- Letter of interest
- Resume and/or C.V.
- 3 Letters of Recommendation
- Email materials to **both** jake@zephyrwellness.org and kayentawellnessnetwork@gmail.com with “MFT-CPC Board Executive Director Position” in subject line
- Applications will be accepted until May 18, 2018 at 5 p.m. PST.

Highly qualified applicants will be contacted for a phone interview by June 1, 2018. Finalists will be interviewed by the entire Board at the Board’s regular meeting June 15. Applications with missing materials will be rejected.