



State of Nevada Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors

Executive Director Recruitment

The Board of Examiners is seeking an Executive Director. This is an unclassified position. The mission of the Board is to protect the public health, safety and welfare by ensuring only qualified and competent Marriage and Family Therapists and Clinical Professional Counselors are licensed to practice in this state. The Board establishes standards for licensure, continuing education, and ethical conduct for the counseling profession in Nevada.

The Executive Director is the Chief Administrative Officer for the Board of Examiners. The Executive Director reports to the Board, and is responsible for the organization's overall achievement of its mission. The position is a salaried position and serves at the pleasure of the Board, the members of which are appointed by the Governor of the State of Nevada. Position benefits include retirement benefits through the Nevada Public Employees Retirement System.

The Board receives no assistance from the State General Fund and is self-funded by licensure fees. In general, the Executive Director will:

- Implement the directives, policies and procedures created and approved by the Board
- Develop concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency
- Promote the Board's functions through written communications; maintaining the Board website; coordinating Board activities; and presenting at meetings, workshops, and other settings
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives
- Prepare and administer the Board's annual budget; agency accounting, licensee and state required reporting
- Manage overall office operations and personnel administration, maintaining official records and documents and ensuring compliance with state statutes and regulations
- Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organizations, applicants, licensees, and the public
- Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board's licensing and regulatory data collection

system; review and approval of applications for licensure; and conducting monitoring of licensee compliance with law and regulations

- Manage the Board complaint and disciplinary action process to include, but not limited to: receipt and review of initial complaints; conduct of informal investigations; determination and assignment to Board investigative staff and coordinating with legal counsel; disciplinary hearings and monitoring of probationary licensees
- Maintain and manage NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board

Qualifications

The Executive Director will be thoroughly committed to the Board of Examiners' mission. All candidates should have proven leadership and management experience. Demonstrated experience and qualifications include:

- Master's degree preferred
- At least three years of management experience, or an equivalent combination of education and experience
- Knowledge of Nevada Open Meeting Law (NRS Chapter 241)
- Strong written and verbal communication skills
- Knowledge of QuickBooks or other accounting and budgeting software
- Knowledge of governmental processes and available technology
- Knowledge of database systems management
- Licensure as a Marriage and Family Therapist or Clinical Professional Counselor preferred

The position will be based in the Las Vegas office. The salary range for the position is \$70,000 to \$80,000. Beginning salary will be commensurate with the combination of education and experience.

Interested applicants must submit a cover letter describing how the applicant meets the qualifications of the position, a resume, and three (3) references to the following address:

Email: ssteinhiser@mftbd.nv.gov

Mail: Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors, 7324 W. Cheyenne Avenue, Suite 9, Las Vegas NV 89129

Email submission is preferred.

Deadline for applications is Friday, July 5, 2019. Interviews are anticipated to occur at the Board meeting on July 19, 2019.

The Board may select the most qualified applicant based solely upon the information provided, may conduct interviews and/or may request a final interview by the Board at a time to be determined.