



State of Nevada
Board of Examiners for Social Workers

Executive Director Recruitment

The Board of Examiners for Social Workers is seeking an Executive Director. The mission of the Board is to protect the public health, safety and welfare by ensuring only qualified and competent Social Workers are licensed to practice in this State. The Board, through licensing and regulating the practice of social work, establishes standards for licensure, continuing education, and ethical conduct, for the social work profession in Nevada.

The Executive Director is the Chief Administrative Officer for the Board of Examiners for Social Workers. 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;
- Prepare and administer contracts involving the Board;
- 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 legislature and legislative committees; state agencies, universities, 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;

- Oversee the Internship Program, including but not limited to processing of site applications, internship applications, quarterly reporting, internship supervisors, and training.
- 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 for Social Workers mission. All candidates should have proven leadership and management experience. Demonstrated experience and qualifications include:

- At least three years management experience, preferably in a state or local governmental agency, involving occupational licensing;
- Bachelor's degree preferred, with a major in public administration, or related field or a five (5) years equivalent combination of education and experience.
- Knowledge of the Nevada Open Meeting Law (NRS Chapter 241)
- Strong written and verbal communication skills;
- Knowledge of governmental processes and available technology.
- Proficient in Microsoft Office Suite of software – Word, Excel, Power Point, Access, etc.
- Proficient in QuickBooks or other accounting and budgeting software.

The salary range for the position is \$72,000 to \$80,000 plus benefit package. Beginning salary will be commensurate with the knowledge and experience as described herein. The anticipated start date is February 1 – 15, 2018.

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 submission is preferred.

Board of Examiners for Social Workers
4600 Kietzke Lane, C121
Reno, NV 89502
slowery@besw.nv.gov

The Board of Examiners for Social Workers 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.