



Position Specifications
EXECUTIVE DIRECTOR

DESCRIPTION: The Executive Director is the chief administrative officer for the State of Nevada Board of Applied Behavior Analysis. The Executive Director is appointed by and serves at the discretion of the Board.

DUTIES AND RESPONSIBILITIES: The position is responsible for the management of the Board activities and functions to include, but not limited to,

Board Administrative Policies and Procedures

- Implementing the directives, policies and procedures created and approved by the Board;
- Managing office operations, creating and maintaining official records, documents, and reports;
- Serving as Board liaison with individuals and other agencies;

Board and Committee Meetings

- Developing concepts and innovations to be proposed to the Board for its consideration that will improve the Board's effectiveness and efficiency;
- Promoting the Board's activities and operations through various mediums;
- Facilitating Board and Sub-Committee meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law (NRS 241);

Law and Regulatory Compliance

- Coordinating and managing law and regulation revisions;
- Processing, issuing, and maintaining applications for licensure in accordance with law;
- Managing the Board complaint and disciplinary action process

Budgeting and Financial Reporting

- Conducting Board accounting functions;
- Preparing and administering the Board's annual budget in coordination with the Secretary/Treasurer;

Personnel Administration

- Overseeing general agency operations and activities;
- (If applicable) Assist in training and provides general supervision of Licensing or Administrative Assistant, including scheduling and review of leave requests and flex scheduling to ensure appropriate coverage during office hours;

EDUCATION AND EXPERIENCE: *Minimum Qualifications:* At least three years management and/or administration experience including budgeting. *Preferred Qualifications:* Bachelor's degree, licensing experience, or five (5) years equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong written and verbal communication skills;
- Knowledge of governmental processes and available technology;
- Ability to read, analyze and interpret governmental regulations and statutes (e.g., NRS 241, 437);
- Ability to write reports, business correspondence, policies, procedures and manuals;
- Ability to effectively communicate ideas, principles, and information to groups, agencies, and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

WORK ENVIRONMENT: Work is performed in a typical office setting in Reno, NV. Travel and use of personal vehicle may be required.

Salary range up to \$65,500 depending on experience. State and Federal background checks may be required.

Interested applicants should submit a letter of interest and resume to the State of Nevada Board of Applied Behavior Analysis and the Board President at ababoard@adsd.nv.gov by July 16, 2021.

Respectfully,

ADSD on behalf of the ABA Board

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