



Steve Sisolak
Governor

STATE OF NEVADA
BOARD OF PSYCHOLOGICAL EXAMINERS

4600 Kietzke Lane, Building B-116

Reno, Nevada 89502

Telephone 775-688-1268

Fax 775-688-1060

nbop@govmail.state.nv.us

www.Psyexam.nv.gov

*Whitney E. Koch-Owens, Psy.D.
President, Henderson*

*Stephanie Woodard, Psy.D.
Secretary/Treasurer, Reno*

*Stephanie Holland, Psy.D.
Board Member, Las Vegas*

*Monique Abarca, MSW, LSW, CCTP
Board Member, Las Vegas*

*Soseh Esmaeili, PsyD
Board Member, Las Vegas*

*Lorraine Benuto, Ph.D
Board Member, Reno*

*Catherine Pearson, Ph.D.
Board Member, Reno*

JOB DESCRIPTION

Executive Director - Full-Time Position

The Nevada Board of Psychological Examiners ("Board") is looking to find a candidate who can perform the duties of the Executive Director. The eligible candidate will be responsible for protecting and promoting the interests of the Board, the public, and the practice of psychology in the state of Nevada. We are looking to create a flexible working environment and a position that will maximize board office efficiency, while ensuring the needs of licensees, applicants and the public are met.

Essential Job Duties

- Processing and administration of licensure applications
- Processing of consumer complaints; compliance with complaint procedures including timely investigations and disciplinary hearings;
- Maintenance of official records of the Board, licensees, and applicants
- Maintenance of the Board's website including posting of documents
- Preparation of correspondence on behalf of the Board.
- Working closely with state agencies, boards and commissions; and outside organizations such as the Association of State Psychology and Provincial Boards (ASPPB)
- Administration of Board meetings and compliance with Nevada's Open Meeting Law including posting of meeting notices, agendas, and meeting materials; communication of meeting dates, times, and locations; and creation of meeting minutes
- Preparation of the annual budget and monthly financial reports to the Board
- Maintenance of financial documents, including receipts, invoices, and bank statements; work with Board's bookkeeper to ensure accurate financial recordkeeping; work with external auditor on annual external audit
- Maintain legislative oversight and work with the Board's lobbyist
- Work with the Office of the Attorney General and assigned legal counsel

- Review, analyze, and modify office procedures to improve the efficiency of the office; Draft new regulations, statutes, policies, and procedures.
- Possess knowledge of NRS 641 and NAC 641.
- Other duties as assigned by the Board and/or as described in state laws and regulations

Required Education and/or Experience

Five (5) years management level professional experience required. Preferred education includes a bachelor's or master's degree and/or relevant certifications. Experience working in a government setting is preferred. Applicants with appropriate knowledge and experience in the areas described shall be considered. Knowledge and experience in the areas of professional licensure and the mental health are preferred.

Skills:

- Strong written and verbal communication skills
- A persuasive and passionate communicator with excellent interpersonal and multi-disciplinary project skills.
- Ability to work effectively in collaboration with diverse groups of people including Board members, advisory committees, universities, other occupational Boards, licensees, attorneys, and the public.

Computer Skills:

- Microsoft Suite: Word, Excel, PowerPoint; Outlook
- Google Suite
- Accounting Software (QuickBooks)
- Internet and website maintenance

Position Location and Travel Requirements

The position is located in Reno, Monday-Friday, and is not remote. Some travel is required, including several Board meetings per year in Las Vegas, national conferences, and legislative or committee meetings.

Salary and Benefits

The executive director shall enjoy:

- A competitive salary based on the attached salary schedule
- Participation in the Public Employees' Retirement System of Nevada
- Paid time off and sick leave

If interested, please provide a resume with cover letter, and a professional writing sample (e.g. correspondence, policy, meeting minutes) to BoardPresident@nvbope.net.

Nevada Board of Psychological Examiners

Executive Director - Benefits & Salary

The following summary of salary and benefits for the position of Executive Director was taken from the NBOPE "Executive Director Employment, Compensation, and Evaluation" policy.

1. Insurance. Executive Director shall not receive Board-paid group medical, dental, vision, or life insurance plans.
2. Retirement Program. Within the adopted procedures of the Nevada Public Employees Retirement System (PERS), Executive Director shall elect to receive one of the following two plans:
 - a. Employee Contribution Plan A. The Board shall make 100% of normal contributions to PERS. Under this plan, the Board shall make the full retirement contribution based on an adjusted gross salary. The employee shall pay their share via a salary reduction.
 - b. Employee Contribution Plan B. The Board shall make 50% of normal contributions to PERS and Executive Director shall be responsible for 50% as a payroll deduction.
3. Paid Vacation and Sick Leave. Executive Director shall accrue and be entitled to use paid vacation and sick leave as follows.
 - a. Accrual shall be at the rate of 1.25 days of vacation time and 1.25 days of sick leave for each full month worked. Executive Director may earn no more than fifteen (15) vacation days and fifteen (15) sick leave days per fiscal year.
 - b. Vacation days should be used during the fiscal year in which they are earned. Any vacation days not used by September 1 of the fiscal year immediately following shall be forfeited. Accrual shall begin anew each July 1.
 - c. Sick leave may only be used for authorized reasons. Authorized reasons for using sick leave are: an inability to work because of illness or injury, incapacity due to pregnancy or childbirth, medical and dental appointments, family illness (limited to immediate family requiring care), and death in the immediate family (typically up to 5 working days).
4. Holidays. Executive Director shall receive payment for eleven recognized state holidays per year (New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Nevada Day, Veterans Day, Thanksgiving Day / Family Day, and Christmas Day) plus the federally recognized holiday of Juneteenth.

5. Executive Director Salary Schedule

Employer Contribution Plan A

STEP	PER YEAR
01	\$60,000
02	\$61,200
03	\$62,424
04	\$63,672
05	\$64,946

Employer/Employee Contribution Plan B

STEP	PER YEAR
01	\$68,827.50
02	\$70,204.50
03	\$73,039.74
04	\$68,979.00
05	\$74,535.59