

NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive
Reno, NV 89521

Victor M. Muro, M.D.
Board President

Edward O. Cousineau, J.D.
Executive Director



Nevada State Board of Medical Examiners Position Announcement

Position Title: Chief of Licensing

Location: Reno, NV

Summary

The Nevada State Board of Medical Examiners (Board) is searching for a Chief of Licensing. This position is based in our Reno, NV office. This position is responsible for supervising and training the Board's Deputy Chief(s) of Licensing, Senior License Specialists, License Specialists and Licensing Administrative Assistants, and performing specialized duties involving licensing and licensing renewal of physicians, physician assistants, perfusionists and practitioners of respiratory care.

This position is eligible for excellent employee benefits, including:

- Pension retirement from the State of Nevada (PERS)
- Full medical, dental and vision benefits
- 11 paid holidays per year
- Paid vacation time
- Paid sick leave

The salary range for this position is \$80,000 to \$90,000 on the Employer Paid Retirement schedule.

Assigned Responsibilities

- Manage daily operations of the Licensing Division;
- Serve as advisor to the Executive Director on all licensing matters;
- Review licensure files and approve, as needed.
- Prepare statistical and other reports relating to licensing;
- Coordinate with and assist Legal Division, Chief of Investigations, and Compliance Officer relating to licensing compliance issues and/or disciplinary outcomes;
- Act as agency contact person for accommodation requests for candidates for the Federation of State Medical Boards of the United States, Inc.'s Special Purpose Examination (SPEX), Federation Credentials Verification Service (FCVS), United States Medical Licensure Examination (USMLE),

National Commission on Certification of Physician Assistants (NCCPA), American Board of Cardiovascular Perfusion (ABCP) and National Board for Respiratory Care (NBRC);

- Assist and contribute to legislative and regulatory matters, as necessary;
- Coordinate licensing peer reviews;
- Interface with the Interstate Medical Licensure Compact, as required;
- Assist with and contribute to relevant Board licensing software program configuration and database applications, as well as act as an administrator, as required;
- Serve as one of two agency contacts for the Department of Public Safety (DPS) and Federal Bureau of Investigations (FBI) related to background investigations for applicants and licensees. Responsible for compliance of processes of fingerprinting for the Licensing Division and Legal Division, responsible for security and chain of custody procedures, detail, and quality control for audit purposes;
- Other specialized duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of effective management techniques and the ability to supervise licensing staff;
- Excellent written and oral communication skills, allowing effective communication with a wide range of individuals, including but not limited to applicants, licensees, members of the Board, other Board staff, and the Nevada Legislature;
- Excellent customer service skills;
- Familiarity with licensing practices;
- Ability to maintain confidentiality of information;
- Ability to work independently;
- Ability to make appropriate judgments and decisions;
- Accuracy in work product and attention to detail;
- Ability to read, understand, and apply Nevada law and internal policies regarding licensing;
- Knowledge or ability to acquire knowledge regarding USCIS and visa procedures;
- Ability to utilize computer software programs and database applications;
- Ability to work under pressure and meet deadlines;
- Ability to travel, as required;

Education, Training and Experience

- A Bachelor's Degree from an accredited college or university;
- Five (5) years of supervisory experience;
- Experience in professional licensing or a related field is preferred.

Licenses and Certificates

- Hold or be able to acquire a valid Nevada driver's license.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

How to apply

Interested applicants must submit a cover letter, resume and two (2) professional references to:

Nevada State Board of Medical Examiners
Attn: Edward O. Cousineau, Executive Director
9600 Gateway Drive
Reno, Nevada 89521
eocnsbme@medboard.nv.gov

Applications will be accepted until the position is filled.

The Nevada State Board of Medical Examiners is an equal opportunity employer.