

# NEVADA STATE BOARD OF MEDICAL EXAMINERS

9600 Gateway Drive  
Reno, NV 89521

Nick M. Spirtos, M.D., F.A.C.O.G.  
Board President

Edward O. Cousineau, J.D.  
Executive Director



## Nevada State Board of Medical Examiners Position Announcement

**Position Title: Information Technology Specialist**

**Location: Reno, NV**

### Summary

The Nevada State Board of Medical Examiners (Board) is searching for an Information Technology Specialist for our Reno, NV office. This position is responsible for managing the Board's information technology systems. The Board is looking for candidates that can provide excellent customer service while working in a fast-paced environment. Candidates need to be detail orientated and possess strong interpersonal skills.

This position is eligible for excellent employee benefits, including:

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

*The salary range for this position is \$75,000 to \$90,000 on the Employer Paid Retirement schedule.*

### Assigned Responsibilities

- Analyze, develop, implement, maintain, and modify office computer hardware, software, networks, databases, and applications;
- Act as webmaster for the Board's website;
- Manage the Board's ListServ;
- Manage videoconferencing and teleconferencing equipment;
- Assist in maintaining Board licensee database and prepare computer-generated reports utilizing same, for Board members, staff and the public;
- Assist in consulting with information technology vendors and managing information technology projects;
- Administer information security policies of the State, including staff training; and
- Other specialized duties as assigned.

### **Knowledge, Skills and Abilities**

- Ability to exercise independent thinking and judgment and work independently;
- Ability to plan and organize work; work well under pressure and meet deadlines;
- Ability to maintain confidentiality of information;
- Ability to analyze, configure and use computer software, systems and networks;
- Ability to communicate effectively;
- Ability to maintain current knowledge of technological trends and advancements in the information technology field;
- Ability to travel as required.

### **Education, Training and Experience**

- A bachelor's degree in information technology or a related field. Equivalent experience may be substituted for education.
- Three (3) years of experience in information technology.

*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: Laurie Munson, Chief of Administration and Information Systems  
9600 Gateway Drive  
Reno, Nevada 89521  
[lmunson@medboard.nv.gov](mailto:lmunson@medboard.nv.gov)

Applications will be accepted until the position is filled.

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