**Job Postings – Tool #10**

**Sample #1**

------- Board of Nursing Opening

Executive Director

Interested Parties May Visit www.------

For Additional Information Submit Resumes to

------ Board of Nursing

P.O. Box -----

Town, State, Zip code

**-----**

**-----BOARD OF NURSING**

**Executive Director**

Are you a nurse with executive level skills and a passion for serving the public?

**The ----- Board of Nursing, located in -------, is seeking an Executive Director.** The Executive Director serves as the agency head for the ----- Board of Nursing and ischarged with the implementation of the ----- Nurse Practice Act for 73,000 licensed nurses.

***Educational Qualifications*:** Minimal academic preparation is a Masters Degree or equivalent in nursing from an accredited university or college. A doctorate degree is preferred.

***Professional Qualifications:*** Five years experience in the practice of nursing, administration and organizational management. At least two years in nursing administration experience, immediately preceding the time of appointment.

For a complete position description and application information please visit www.-----

Application deadline is ------. Resumes must be submitted to:

**----- Board of Nursing**

**P.O. Box -----**

**Town, State, Zip code**

Equal Opportunity Employer M/F/D

**Sample #2**

PUBLIC SERVICE EXECUTIVE 4

The ----- Board of Nursing is seeking an Executive Director. The mission of the Board of Nursing is to protect the public health, safety and welfare by ensuring that nursing is practiced by at least minimally competent licensed individuals who practice within the authorized scope of practice.

The Board of Nursing is charged with enforcing regulations for nursing education, nursing practice, and nursing continuing education in -----.

The Executive Director is responsible for the administration of policies and programs of the board and for the operation of the board office. There are currently over 61,000 active licensees in the State of ----.

The duties of the Executive Director are:

Oversee the daily operations of the Board of Nursing office and provide supervision and leadership for board office staff to produce a high performance team that carries out the Board’s mission and priorities. Job responsibilities include: receiving all applications and fees for the practice of nursing, keep all records pertaining to the licensing of nurses including a record of all board proceedings, determine priorities of the organization in collaboration with the Board, set performance goals aligned with priorities and manage board office staff to ensure that goals are met. The position will provide organizational framework for the conduct of board business by arranging meetings, establishing the agenda for Board meetings, overseeing the preparation of materials for the Board’s review, and maintaining Board records. Represent the Board in its role of assuring safe nursing care to the public by serving as the Board’s liaison to the ----- Department of Public Health, policy makers, legislative committees, professionals, and professional organizations to identify and shape policy conducive to the Board’s interests. Will assist the Board in the development and administration of policies established to implement and enforce state law governing nurses. Oversee the enforcement of the law and rules by ensuring the continual improvement of licensing, investigative and compliance/disciplinary procedures; monitoring of sanctioned nurses according to stipulations; and providing consultation to nurses, employers, health care providers and public. The position will oversee the systems that assure nurses licensed in ----- are receiving required continuing education by implementing laws and rules related to continuing education. Oversee the accreditation process for the 104 nursing education programs by implementing laws and rules related to nursing education. The position is classified as a Public Service Executive 4 under the State of -----classification system. The position is a non-merit at will position and serves at the pleasure of the ----- Board of Nursing. The ----- Department of Public Health provides administrative services to the ----- Board of Nursing.

Minimum Qualifications: The Executive Director shall be a Registered Nurse with a minimum of a Master’s Degree and experience in management and administrative responsibilities.

Salary Range: -------------------

**Interested applicants must send a cover letter and resume by the closing date of ----- to: -----------**