

Executive Director Job Description - Nevada State Board of Podiatry

Administrative Functions

All operational aspects of the Board office
Prepare and manage Board correspondence
Follow Board directives
Assure priority matters receive prompt and appropriate attention
Ensure compliance with all State and Federal reporting requirements
Maintain database and all office programs
Maintain files of licensees, expired licenses, withdrawn applicants, etc.

Licensure Activities

Distribute, receive and process license applications
Process applications and corresponding materials
Contact with applicants
Perform annual renewal of licenses
License upon completion of application

Communications/Reporting/Meetings

Maintain website – agendas, licensees, forms, etc.
Records requests and license/credentialing verifications
State reporting requirements
Prepare agendas, minutes for the Board
Register and travel plans for Board Members

Financial Management

Log all payments into Quick Books
Pay bills
Prepare deposits
Pay Board Members
Prepare Budget
Assist in audit process if applicable
Review contracts/costs
Prepare financial reports for Board meetings
Work with Bookkeeper to reconcile accounts
Work with Bookkeeper to prepare annual Balance Sheet for LCB

Complaints/Disciplines

Maintain complaint database
Initiate communication for complaints
Prepare cases for review by Investigating Board Member
Prepare subpoenas
Forward appropriate cases to Legal Counsel
Process Consent Decrees
Timely notice complaints
Be a prepared witness for hearings if applicable
Ensure collection of imposed fines
Ensure Licensees comply with Board orders/requirements