STATE OF CALIFORNIA

DEPARTMENT OF CONSUMER AFFAIRS

STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.

OSTEOPATHIC MEDICAL BOARD

INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE DIRECTOR

608-100-5665-001 (Exempt Level O)
$6,297.00 - 6,811.00

The Executive Director is hired by the Board and serves at its pleasure. The Executive Director is responsible for carrying out the policies of the 9-member Board. The Board is responsible for planning, organizing and directing the activities of appointed committees, i.e., legislative, continuing medical education, special consultants, examination, impaired physician diversion. The Executive Director implements and maintains overall policies established by the Board relating to programs under the authority of the Osteopathic Medical Practice Act. The position is exempt from civil service and is located in Sacramento, CA.

All applicants should possess the following desirable qualifications:

- Administrative experience; e.g., ability to prepare, understand, and work with a government budget, development of regulations, policy development and implementation, etc.
- Demonstrated supervisory experience, ability to organize and control the flow of work.
- Regulatory and/or enforcement experience such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Legislative or lobbying experience/coordination, including appearing before legislative committees.
- Ability to communicate effectively both orally and in writing.
- Knowledge of current consumer issues in the licensed profession.
- Experience with and/or in taking direction from a board or committee.
- A baccalaureate degree from a WASC comparable accredited school and preferably an advanced or professional degree.

Interested persons should submit a resume/CV by 5:00 pm May 21, 2012 to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N321
Sacramento, CA 95834
ATTN: Roxanne Rodriguez
or via email to:
roxanne.rodriguez@dca.ca.gov

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. It is anticipated that interviews will be held during May – June 2012. Travel expenses for these interviews are the responsibility of each candidate. For further information, or a copy of the duty statement, please contact Roxanne Rodriguez at (916) 574-8333.

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.