



THE DENTAL BOARD OF CALIFORNIA
INVITES APPLICATIONS FOR THE POSITION OF

EXECUTIVE OFFICER

SALARY: (Flexible – Depending upon Experience)
(Current Salary Range \$7984 - \$8634)

Are you interested in making a difference in consumer safety and improving the quality of dental services for California? Are you a strong leader who can create a culture of excellence and lead change management within an organization? The Dental Board of California (DBC) is seeking a dynamic executive with a proven track record in administering a program with high public visibility. We invite you to join us in the Board's and Department's mission of consumer protection. Our organization values accountability, efficiency, effectiveness, integrity, and customer service.

As an expert in public policy, the Executive Officer is responsible for administering the licensing, enforcement, and regulation of licensees within the dental field in California, including, but not limited to, dentists, dental assistants, registered dental assistants and any dentist trained in specialty areas(s). The Executive Officer is further responsible for interpreting and executing the intent of all Board policies to the public and to other governmental agencies.

Desirable qualifications include the following:

- Comprehensive knowledge of the principles of dental practice.
- Licensing and enforcement experience that includes processing complaints, managing investigations, and monitoring disciplinary matters.
- Administrative experience; e.g., ability to prepare, understand, and work with a government budget; develop regulations; and develop and implement policy.
- Experience working with an appointed board or committee.
- Working knowledge of state and federal statutes and rules pertaining to the regulation of dentistry.
- Demonstrated supervisory experience; ability to organize and control the flow of work; ability to improve business functions by identifying and correcting bottlenecks, duplications, inefficiencies.
- Demonstrated high-level administrative and supervising ability, including fiscal responsibility.
- Evidence of sound judgment, initiative, and resourcefulness in many types of situations.
- Ability to relate to and deal effectively with the broad spectrum of diverse stakeholders who will interact with the DBC.
- Legislative experience and coordination, including testifying before legislative committees.
- Knowledge of current consumer issues in the licensed profession.

Interested persons should submit the following: a one-page Statement of Qualifications describing how his or her experience and education satisfy the desired qualifications; a current resume and/or Curriculum Vitae; a standard State Application Form (STD 678) with original signature; and two letters of professional recommendation. The acceptance and review of applications will be on going, until a selection is made.

Please send applications to:

Department of Consumer Affairs
Office of Human Resources
1625 N. Market Blvd. Suite N-321
Sacramento, CA 95834
ATTN: Reba Dillon, Office of Human Resources

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses for these interviews are the responsibility of each candidate. For further information, please contact Wendy Christensen at (916) 263-2201.

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.