

**DENTAL BOARD OF CALIFORNIA
INVITES APPLICANTS FOR THE POSITION OF
EXECUTIVE OFFICER**

624-100-8840-001

Salary: \$7984 – 8,634 (per month)

The Executive Officer is hired by the Board and serves at its pleasure. The Executive Officer is responsible for carrying out the policies of the 15-member Dental Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Examinations, Enforcement and Education. The Executive Officer maintains and enforces the overall policies established by the Dental Board relating to Board programs, under the authority of Business and Professions Code Sections 1600-1621. 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, including the ability to organize and control the flow of work and manage professional and clerical staff within an office.
- 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 issues facing the Dental Board.
- Knowledge of current consumer issues in the licensed profession.
- Experience working 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 either an electronic or hard copy resume/CV or State application to:

Department of Consumer Affairs
Office of Human Resources
1625 North Market Street, Suite N-321
Sacramento, CA 95834
Attn: Sheila Braverman
Or via email to: sheila.braverman@dca.ca.gov

**All resumes/applications must be received by 5:00 pm on December 31, 2012
and must include email and phone contact information.**

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 JANUARY/FEBRUARY 2013. Travel expenses for any interviews are the responsibility and at the expense of each candidate. For further information, please contact Jeffrey Sears, DCA Personnel Officer, at (916) 574-8300. 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.