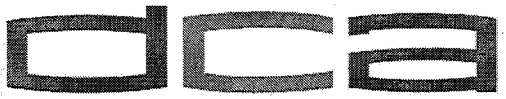
STATE OF CALIFORNIA



DEPARTMENT OF CONSUMER AFFAIRS

THE BOARD OF OPTOMETRY INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE OFFICER

631-110-8905-001

$6,423.00 - 7,155.00 (per month)

The mission of the California State Board of Optometry is to serve the public and optometrists by promoting and enforcing laws and regulations which protect the health and safety of California's consumers and to ensure high quality care.

The Executive Officer is hired by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California.

The Executive Officer manages the Board staff and is responsible for carrying out the policies of the eleven-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Enforcement and Licensure. The Executive Officer enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 3000 *et. seq.*

Required Qualifications and Experience:

- **Demonstrated ability** to think strategically and creatively, work well under pressure, and meet deadlines. Possess strong organizational, supervisory, and leadership capabilities.
- **Administrative experience** including, but not limited to the ability to prepare, understand and work with a government budget, develop regulations, rulemaking, policy development and implementation.
- **Supervisory and Management experienc**e including the ability to organize and control the flow of work, manage professional and clerical staff within an office and leadership capabilities.
- **Regulatory and/or enforcement experience** such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Experience working with and/or in taking direction from a board, committee or commission.

Desirable Qualifications:

- A baccalaureate degree from an accredited college or university.
- An advanced or professional degree in public policy, administration or political science.
- Legislative or lobbying experience and/or coordination, including appearing and testifying before legislative committees.
- Knowledge of current consumer issues facing the Board and the licensed professions.
- The ability to communicate effectively with all levels of individuals.
- Demonstrated ability to work within a large organizational or governmental structure.
- A consultative approach to problem solving and the ability to facilitate coalition building.

Special Requirements:

CORI Clearance

The Executive Officer has access to Criminal Offender Record Information (CORI). Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to CORI. Pursuant to this requirement, incumbents in this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Conflict of Interest Filing

The Executive Officer must file an annual Form 700 Statement of Economic Interests, disclosing certain personal economic interests as determined by the Conflict of Interest Code of the Department of Consumer Affairs. Pursuant to *Government Code Section 81008*, Statements of Economic Interests are public record and will be made available for public inspection or reproduction.

Interested persons must submit the following:

1) A one page Statement of Qualifications that specifically addresses the qualifications outlined on page one;
2) A State Application (Std 678) ***OR*** a resume/curriculum vitae

Application packages may be submitted via:

U.S. Mail to: Department of Consumer Affairs
Office of Human Resources
1625 N. Market Blvd., Suite N-321
Sacramento, CA 95834
Attention: ***Korey Landry***

OR by e-mail to: Korey.Landry@dca.ca.gov

All application packages must be received by 5:00 pm on Friday, May 29, 2015.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. It is anticipated that final interviews will be held during the **August 28, 2015** Board meeting in Sacramento. Travel expenses for these interviews are the responsibility and at the expense of each candidate.

For further information, please contact Korey Landry, Department of Consumer Affairs Office of Human Resources, at (916) 574-8261 or via email at Korey.Landry@dca.ca.gov.

The State of California and the Department of Consumer Affairs is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.