VETERINARY MEDICAL BOARD OF CALIFORNIA INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE OFFICER

635-100-8879-001
$6297 - $7015 (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 eight-member Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Enforcement and Licensure. The Executive Officer maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of Business and Professions Code Sections 4800 *et. seq.* The position is exempt from civil service and is located in Sacramento, CA.

All applicants must possess the following qualifications:

- **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 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 and advocating before legislative committees.
- Experience working with and/or in taking direction from a board, committee or commission.

In addition, the following qualifications are desirable:

- A baccalaureate degree from an accredited college or university. An advanced or professional degree in public policy, administration or political science is preferable.
- 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.

Interested persons must submit either 1) an electronic or hard copy resume/CV or 2) a State application (Std. 678) AND a one-page **Statement of Qualifications** that specifically addresses the qualifications identified above to:

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

All submissions must be received by 5:00 pm on October 10, 2013.
and must include email and telephone contact information.

All applications will be screened and only the most qualified candidates will be scheduled for an interview at the Board Meeting on October 24, 2013 in Riverside, CA. The position has an anticipated start date of **December 1, 2013.** Travel expenses for interviews are the sole 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.