CALIFORNIA BOARD OF PODIATRIC MEDICINE
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
600-110-3423-001
$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 seven-member Board and for planning, organizing and executing the directives of the Board in the areas of Administration, Enforcement and Licensure. The Executive Officer maintains and enforces the overall policies established by the Board and is accountable for the success or failure of all BPM operations. The position is exempt from civil service and is located in Sacramento, CA.

All applicants are expected to possess the following qualifications:

1. A baccalaureate degree from an accredited college or university. A Master's or professional degree in public policy, administration or political science is desirable

2. 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.

3. Supervisory experience, including the ability to organize and control the flow of work and manage professional and clerical staff within an office.

4. Regulatory and/or enforcement experience, such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.

5. Legislative or lobbying experience/coordination, including appearing before legislative committees.

6. Experience working with and/or in taking direction from a board or committee.

In addition, highly qualified candidates will also possess the following desirable qualifications:

- Knowledge of medical and podiatric medical credentials, education, training, exams and issues.
- Experience evaluating higher education curriculum and reviewing medical education.
- Knowledge of current consumer issues facing the Board and the licensed profession.
- The ability to communicate effectively with all levels of individuals including media relations, testifying before legislature and court testimony.
- A collegial, cooperative and consultative approach, facilitating coalition building.

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

All resumes/applications must be received by 5:00 pm on January 10, 2014.
and must include email and telephone contact information.

All applications will be screened and only the most qualified candidates will be scheduled for interview. It is anticipated that initial interviews will begin in early 2014, with an anticipated start date of July 1, 2014. Travel expenses for any interviews will be the sole responsibility and at the expense of each candidate.

For further information, please contact Jeffrey Sears, Department of Consumer Affairs Personnel Officer, at (916) 574-8300 or via email at jeffrey.sears@dca.ca.gov .

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.