

Job Description

Job Title: Executive Director

Agency Name: Board of Dental Examiners Alabama

Applications accepted through: Oct 14, 2011

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The Board of Dental Examiners of Alabama is a semi-autonomous agency of the State of Alabama. The Board is comprised of seven members. Six members are licensed dentists and one member is a licensed dental hygienist. The Board is responsible for the administration and enforcement of the laws and administrative regulations governing the practice of dentistry and dental hygiene in Alabama. The responsibilities of the Board include the examination, licensure, and registration of applicants whom it finds to be qualified to practice dentistry and dental hygiene; efforts to ensure that all licensees are in compliance with the Dental Practice Act (Title 34-9 et seq Code of Alabama, (1975)) and relevant portions of permanent administrative regulations; the authority to make, amend, and adopt reasonable rules and regulations governing the conduct of dentists, dental hygienists, and other dental auxiliaries; and the obligation to undertake, when appropriate, adjudicatory proceedings and disciplinary action against licensees.

The Executive Director is the senior staff member reporting to the Board and is responsible for the ongoing operations of the agency on a day-to-day basis. The Executive Director is a full-time employee of the Board, and serves at the pleasure of the Board. The Executive Director is charged with administering and executing the requirements of the Board and compliance with the appropriate laws, regulations, and policies.

Responsibilities

- Must have an understanding of Code of Alabama (1975), as it relates to the Alabama Dental Practice Act and the Alabama Administrative Procedures Act.
- Ensure that applicants to practice dentistry or dental hygiene in Alabama are licensed in accordance with all laws, regulations, and policies; ensure that the annual renewal of licenses occurs efficiently.
- Provide support to the Investigative Team and the Board regarding the processing of complaints and the administration of investigations and inspections.
- Assist in the development and implementation of statutes, regulations, and policies as the Board may direct and facilitate their approval and adoption.
- Support and respond to the Board in the scheduling and conduct of regular public meetings, committee meetings, and other functions the Board may direct; propose agendas; draft documentation of Board actions and decisions; respond to requirements and directives of the Board. Ensure compliance with open meetings and open records requirements and facilitate participation of the general public at meetings.
- Maintain proper organizational and financial management of the agency. Supervise the receipt and handling of fees, fines and other revenue; sign all checks submitted for

payments not to exceed an amount established by the Board; review and approve monthly bank reconciliation of accounts; prepare and submit budgets; provide for an efficient accounts payable function; monitor the financial status of all agency accounts; comply with State regulations. Assume overall compliance regarding facilities management, communications, appropriate human resources policies, procurement, security, and data processing.

- Provide support to constituents and respond to inquiries; develop and implement communications strategies to include a periodic newsletter and electronic website; respond to and interact with professional organizations such as the Alabama Dental Association, the Alabama Dental Hygienists Association and the Alabama Academy of General Dentistry.
- Conduct regular interface and be a liaison with the Board Attorney(s), Governmental Affairs consultant and the Investigator, and facilitate those relationships as necessary; supervise the office staff. Supervision of the office staff includes but is not limited to review of employee(s) time sheets, compensation, sick leave and vacation for compliance and approval.
- Preparation of employment contracts and proper submission for bid and or contract review in accordance with the regulations of the State of Alabama.
- Obtain and review proper travel requests for employees, agents and Board members. Review travel documents for compliance with the regulations of the State of Alabama and approve payments for submitted travel requests.
- Provide an interface between the Board of Dental Examiners of Alabama and the Office of the Governor, the Alabama Legislature and other agencies of state government; represent the Board before committees of the Legislature.
- Act as the Director of the Alabama Dental Hygiene Program (ADHP).
- Attendance at all Board meetings and other related meetings and conferences requested and approved by the Board unless excused by the Board.
- Responsible to provide an annual job performance review of all employees of the Board and any needed review due to concerns of job performance.
- Must submit to an annual job performance review by the Board.
- Such other duties as the Board may determine.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university.
- Two years experience with management, administrative, and supervisory responsibilities in a related field.
- Excellent written and oral communication skills.
- Must have the ability to interact with all personality types and maintain a professional demeanor at all times.

Desired Qualifications:

- Recent experience with a governmental or private agency involved with public policy and/or professional regulation.

- Knowledge of government in Alabama with particular emphasis on the legislative and regulatory process.
- Familiarity with the processing of complaints, investigations, and disciplinary actions in a professional context.
- Demonstrated ability in financial management and the development of budgets especially in a governmental structure.
- Demonstrated leadership ability, sound judgment, integrity, and a professional demeanor.
- Preference may be given to individuals with a law degree and admission to the Alabama State Bar.

Oversight and Supervision: The Executive Director reports to the Board but should be able to work independently with general guidance from the Board. The Executive Director may seek direction from the officers and members of the Board but is expected to be a self-starter, demonstrating initiative, energy, creativity, sound judgment, attention to detail, and independent thought. The Executive Director supervises the work of the employee(s) within the Board's office.

Evaluation: The Executive Director is evaluated by the Board against the following measurements: 1) Administrative management of the responsibilities of the Board as defined in this position description, compliance with the appropriate laws and regulations, and execution of other directives and guidance of the Board; 2) Leadership as measured by the management of the staff, interaction with members of the Board, initiatives and progress on assigned tasks; 3) Stewardship of funds, historical records, reputation of the Board, and communication strategies; 4) Professional relationships with members of the Board, other agencies of state government, constituent organizations, interested stakeholders, contractual agents, and individuals; and, 5) The entrepreneurial zeal with which day-to-day and long-range goals are pursued and implemented.

The deadline for applications is **Friday, October 14, 2011**. For questions or additional information on this position, please contact the Board by emailing questions to bdeal@dentalboard.org

To Apply: Send a Cover Letter, Resume, and References to the Board of Dental Examiners of Alabama. You may deliver or mail your application materials to:

Board of Dental Examiners of Alabama
5346 Stadium Trace Pkwy Ste. 112
Hoover, AL 35244

Salary: Commensurate with experience within the range of \$75,000 to \$95,000 per annum.

The Board of Dental Examiners of Alabama is an Equal Employment Opportunity employer.