

Part-Time Executive Director

Total Hours: 19 hours per week	Benefits: None
Open Date: 9/8/15	Closing Date: Until Filed

The Louisiana Behavior Analyst Board is currently accepting applications for a part-time Executive Director:

Qualifications for the position include:

1. Strong organizational and management skills, backed by experience
2. Knowledge of and experience in Administrative Procedures Act (i.e. rulemaking, hearings)
3. Prior licensing board experience preferred
4. Experience with governmental agencies
5. Computer/typing and Internet skills mandatory (Excel/Word/PowerPoint/Quicken)
6. Technical writing experience
7. Highly self-motivated
8. Financial management skills
9. Strong social skills

The duties and responsibilities of the Executive Director include Board Support, Financial Management and Administrative Management as follows:

I. Board Support:

- Assist all committee chairs, including the Legislative Oversight Committee in monitoring legislation and the *Louisiana Register* for matters affecting the protection of the public related to the practice of applied behavior analysis
- Prepare monthly Board Meeting Agenda and Minutes
- Report to the board regarding on matters involving information technology, finances, or administrative growth and improvement as are needed for the efficient and effective operation of the board office
- Arranges for Board hearings

II. Financial Management:

- Oversees the preparation of the annual operating budget for Board approval
- Manages all resources in a fiscally responsible and timely manner and in compliance with all internal policies and in accordance with all state guidelines

III. Administrative Management:

- Manage and direct the day-to-day operations of the Board office
- Serve as official custodian of the public records of the LBAB
- Employ any clerical employees essential to the work of the board, with the approval of the Board and in accordance with the provision of the licensure law
- Supervises the work of all clerical employees
- Supervises the preparation and timely reporting of reports and information required by state government
- Supervises the internal operating procedures for the day-to-day functions of the Board office.
- Manages the yearly renewal process
- Manages the continuing education reporting process
- Manages the application process for applicants for licensure; compiling and pre-evaluating all documentation that candidates submit for board review
- Supervises the assignment of complaint cases by working with the LBAB Complaints Coordinator
- Supervises preparation and use of all form letters, forms and applications as approved by the Board for use
- Manages the timely reporting of disciplinary actions to the National Practitioners Disciplinary Databank as required by law.
- Oversees preparation and timely submission of board approved contracts and leases to the Division of Administration and/or Attorney General

IV. Public Relations:

- Serves as intermediate liaison with national/state professional organizations and agencies and associations
- Oversees the design and maintenance of the LBAB website

Application process: Qualified individuals should submit a cover letter, which includes part-time salary requirements and professional resume to: baboard@la.gov. No phone calls will be accepted.