SERIES PURPOSE
The purpose of the nursing board executive director occupation is to administer & direct activities &/or all orders of the State Board of Nursing.

At the executive level, incumbents administer & direct all orders of State Board of Nursing.

Note: This class to be used by the Board of Nursing only.

CLASS TITLE
Nursing Board Executive Director

CLASS NUMBER
21642

PAY RANGE
18

EFFECTIVE
08/20/2006

CLASS CONCEPT
The executive level class works under administrative direction & requires extensive knowledge of nursing administration, nursing education, laws & rules regulating nursing practices & licensure, current practices & standards of nursing & dialysis care, managerial principles/techniques & supervisory principles/techniques in order to administer & direct all orders of State Board of Nursing.
**JOB DUTIES IN ORDER OF IMPORTANCE:** (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Administers & directs all orders of State Board of Nursing (e.g., serves as chief administrative officer of nursing board, implements all actions of board & assists board in administering & enforcing provisions of Chapter 4723, Ohio Revised Code, in promulgating rules & developing policies & procedures with respect to pre-licensure & nursing education programs, continuing education, licensure of registered & practical nurses, certification of nurse-midwives, nurse practitioners, nurse anesthetists, clinical nurse specialists, & dialysis technicians, surveillance of nursing practice, dialysis care, & discipline of violators, represents board as official spokesperson to government agencies, health care professionals & general public; maintains records of official proceedings of board & supervises employees).

Directs all agency operations & provides direction & consultation to staff; supervises development of all agency policies & procedures; analyzes & plans for manpower & financial needs of agency; oversees compliance with all requirements.

Prepares & directs preparation of all printed material published by board including statements on matters pertaining to nursing & dialysis technician, or dialysis care, education & practice of nursing, brochures, pamphlets, newsletters, census data, reports, & a variety of statistical information.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of managerial principles/techniques; public relations; nursing administration; nursing education; board & state rules & laws regulating nursing practices & licensure; current practices & standards of nursing & dialysis care; supervisory principles/techniques; manpower planning; budgeting. Ability to deal with many variables & determine specific action; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences; handle sensitive contacts with health care community, licensees & general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Requires current licensure as registered nurse in State of Ohio as issued by Board of Nursing per Sections 4723.03 & 4723.09 Ohio Revised Code; completion of graduate core program in nursing; 5 yrs. exp. as registered nurse; 18 mos. trg. or 18 mos. exp. in management; 18 mos. trg. or 18 mos. exp. in supervision; 12 mos. trg. or 12 mos. exp. in public relations; 6 mos. trg. or 6 mos. exp. in employee training & development; must provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as registered nurse.

**UNUSUAL WORKING CONDITIONS:**

Requires travel.