



Job Class: Executive Director Nursing Board

Job ID: 45452

Who May Apply: Open to all qualified job seekers. To be considered for this position, current Board members must resign from the Board prior to submitting an application.

Date Posted: 4/23/2021

Closing Date: 5/13/2021

Hiring Agency/Seniority Unit: Nursing Board / Nursing Board-Managerial Plan

Work Shift/Work Hours: Day Shift

Days of Work: Monday-Friday

Travel Required: Yes/Routine

Salary Range: \$87,320-\$125,238/annually

Employment Status: Full-Time, Unclassified

[Connect 700 Program Eligible](#): No

The mission of the Minnesota Board of Nursing is to protect the public's health and safety through regulation of nursing education, licensure and practice.

Job Summary:

The Executive Director provides leadership and works collaboratively with the sixteen-member board appointed by the Governor to achieve agency goals and objectives.

The Executive Director serves as the Chief Executive Officer for the Minnesota Board of Nursing and is responsible for ensuring that the Board carries out its statutory mission to protect the public's health and safety through the regulation of nursing education, licensure and practice. The incumbent takes a long-range review, builds a shared vision in collaboration with others and directs implementation of strategic changes to ensure the agency functions effectively as nursing practices, technology and other factors evolve.

The Executive Director has statewide responsibility for the regulation of over 140,000 licensed nurses, including registered and licensed practical nurses, advanced practice nurses and public health nurses. The Executive Director is responsible to enforce the Nurse Practice Act and other relevant laws and carry out the policy decisions of the Board. The Executive Director directs the daily activities of the staff and fulfills the role of chief administrative officer including maintaining the records of the Board, accounting for the Board's budget, and representing the Board to the public, consumer groups, nursing community, health care industry, legislature, institutions of higher education, media, and other public and private agencies and organizations.

Qualifications:

Minimum:

- Current unencumbered registered nurse license.
- Master's degree in nursing, public health, public administration or education; or in a relevant field*.
- Five (5) years of progressive work experience in nursing, nursing administration, nursing regulation, nursing education or related areas including responsibility to coordinate between multiple agencies, departments, functions and/or external constituents to ensure effective performance of operational and administrative responsibilities.
- Experience accurately interpreting, summarizing and presenting complex information orally and in writing including reports, policies, facts and statistics, financial information, strategic assessments and recommendations.
- Leadership skills to effectively manage Board's staff, programs, and operations.
- Human relations skills sufficient to establish and maintain positive working relationships with diverse interest groups with varied goals.
- Excellent written, interpersonal and communication skills sufficient to prepare effective documents, make presentations, draft policies, letters and memoranda, negotiate resolution to sensitive situations, and build consensus.
- Understanding of the political environment and legislative processes sufficient respond to requests from and provide technical support to legislators regarding nursing regulation, public safety, and Board operations, and to testify to legislative committees.
- Problem-solving skills sufficient to think beyond tried-and-true solutions and usual remedies and to provide the leadership necessary to foster an environment that promotes continuous improvement and advancement of the mission and vision of the Board.
- Knowledge of the Nurse Practice Act and related regulatory requirements, policies, and procedures.
- Knowledge of the principles and practices of public policy and legislation development.
- Skills in using Microsoft Office applications such as Word, PowerPoint, and Excel.

*Relevant field: Health related fields such as pharmacology, psychology, sociology, etc.

Preferred:

- Doctoral degree in nursing, public health, public administration or education; or JD.
- Ten (10) years of progressive work experience in nursing, nursing administration, nursing regulation, nursing education or related areas including responsibility to coordinate between multiple agencies, departments, functions and/or external constituents to ensure effective performance of operational and administrative responsibilities.
- Experience leading strategic planning, risk assessment, organizational change, process improvement, communication, and other change initiatives.
- Experience interpreting, evaluating, applying, and communicating regulations for purposes of ensuring compliance, with oversight responsibility for ensuring compliance standards are met.
- Experience in fiscal and asset management, including organizational management, planning, budgeting, or financial administration.

Additional Requirements

Successful applicants must submit a background investigation prior to employment. The background check may include the following components:

SEMA4 Records Check

Employment Reference Check

Driver's License Check

Criminal Background Check

Why Work For Us

This is an excellent opportunity for a public service-oriented professional to work with diverse interest groups in an outreach and regulatory capacity. As the multi-faceted administrator for a large board with a broad variety of responsibilities, there are many ways you can make a difference.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you have questions about applying for jobs, please contact the job information line at 651.259.3637. State employees should apply through self service to Job ID 45452.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact:

If you have questions about the position, contact Sheryl Meyer at Sheryl.Meyer@state.mn.us.

If you have questions about the selection process, contact Nella Austin at nella.austin@state.mn.us.

If you are an individual with a disability and need an ADA accommodation for an interview, please contact Nella Austin for assistance.

AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance you need.

[Apply](#)