

# TEXAS MEDICAL BOARD STATE JOB VACANCY NOTICE Internal/External

**Job Posting:** 18-503-01      **Opening Date:** September 1, 2017      **No. of Openings:** 1  
**Annual Salary:** \$145,000      **Closing Date:** Open until filled      **Type of Employment:** Full-time

**WIT#:** 8563130  
**Job Title:** Executive Director, Texas Medical Board  
**Classification:** Executive Director  
**Exempt Code:** S010  
**Salary Group:** Exempt, Group 2 or 3 depending upon qualifications  
**FLSA Status:** Exempt  
**Location:** Austin  
**How to Apply:** All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through [www.WorkInTexas.com](http://www.WorkInTexas.com). PAPER, FAX OR E-MAIL APPLICATION WILL NOT BE ACCEPTED.

**Agency:** Texas Medical Board  
333 Guadalupe, Tower 3, Suite 610  
Austin, TX 78768-2018  
[www.tmb.state.tx.us](http://www.tmb.state.tx.us)

**NOTE:** A criminal history check will be conducted on the primary candidate recommended for the position and applicants must furnish birth date and SSN for this purpose.

Military Crosswalk information can be accessed at: <http://www.hr.sao.texas.gov>

The Texas Medical Board is seeking an experienced, established leader with a solid breadth of administrative, financial and organizational management expertise to fill the Executive Director position located in Austin, Texas. The Executive Director serves as the primary liaison to the Texas Medical Board (“Board”) and represents the Board on statewide and national issues and is accountable for the success of the Board in fulfilling its mission.

Under the guidance of the Board, the Executive Director is responsible for overseeing an annual budget of approximately \$13 million, managing a staff of approximately 210 and developing agency rules and policies.

## **The Position**

The Executive Director is appointed by the Board and reports to the Board as the chief executive and administrative officer of the Board. The Executive Director is responsible for recommending and participating in the Board’s formulation of its mission, strategic plan, rules and policies. The Executive Director is responsible to the Board for implementing and administrating the Medical Practice Act and serves as administrator of the Medical, Physician Assistant and Acupuncture Boards.

Under direction of the Board, the Executive Director will have a wide variety of roles and responsibilities, including (but not limited to) the following:

### **Policy Development and Implementation**

- Through subordinate managers and supervisors, oversees the development, implementation and evaluation of the full range of Board policies, procedures and functions. Examines trends and developments in the regulation of the health professions, and recommends policies and procedures to the Board for their consideration. Oversees the research and analysis of issues affecting the Board and its licensees, and approves staff work products prior to their submission to the Board.
- Directs the preparations for Board meetings and meetings of the Board’s standing ad hoc committees. Arranges for speakers, presenters and witnesses on a variety of issues before the Board to assure that the

views of all concerned individuals and groups are fairly presented to the Board. Directs the preparation of agendas and minutes of all meetings, and through subordinate managers and supervisors, implements actions and decisions of the Board.

### **Legislation**

- Establishes and maintains on-going relationships with Governor's Office, Legislators and their offices, other governmental boards and agencies.
- Meets with members of the Governor's Office and the Legislators and their staff and identifies issues impacting the various boards. Communicates the Board's priorities and needs with respect to funding and legislative changes.
- Through subordinate staff, directs the full range of legislative tracking and analysis, including the identification of all bills which directly or indirectly affect the Board and its programs, the preparation of detailed analyses of bills, presentation of analyses to the Board and to the Executive Committee of the Board, and implementation of the action of the Board regarding enacted bills.
- Maintain effective working relationships with other state and federal agencies, professional associations, consumer groups, the press and others.
- Testifies before committees of the legislature. Acts as a resource and testifies before committees of the legislature, as requested.

### **External Affairs**

- Functions as principal spokesperson for the Board in its relations with other Governmental agencies, professional organizations, medical schools, consumer organizations, other state medical boards, and the media. Makes speeches and presentations to numerous organizations, provides media interviews on regulatory, disciplinary and policy issues, and responds to the most sensitive public contacts on behalf of the Board.
- Represents the Board on matters relating to the regulation of health professions.
- Responds to all media contacts with the Board, in conjunction and coordination with TMB's Governmental Affairs and Communication Department providing factual information, Board policy, legal considerations, and Board positions on the full range of issues. Personally responds to the most sensitive inquiries, including those with political ramifications, in conjunction and coordination with TMB's Governmental Affairs and Communications Department.

### **Fiscal Management of Board**

- As Executive Director, has delegated responsibility for prudent oversight and management of the Board's resources, development of program budgets, tracking revenue and expenditures, implementing cost saving measures, maintaining accurate tracking of assets including vehicles, firearms, equipment, leased space, computer assets and Board records. Oversees, through subordinate staff, the preparation of monthly revenue and expenditure statements, and management reports to assure efficient control of Board finances.
- Identifies potential fiscal issues through long range projections, and recommends solutions including legislative solutions. Implements the actions approved by the Board.

### **Personnel and Performance**

- Has full delegated authority from the Board to approve recruitment, hiring, retention and evaluation of all Board staff. Personally evaluates the performance of certain Board staff and related personnel. Acts as the second level of review for disputed evaluations of subordinate staff.
- Through subordinate staff, develops organizational structures, reporting relationships, and assignment of all staff. Approves all appointments, promotions and outside hires to the Board. Approves all staff duty statements to assure consistency in classification and duties of staff.
- Other duties and responsibilities as required by the Board.
- Medical Director.

If hired, applicants with a Texas medical license must serve as the designated Medical Director of the Board. Applicants without a Texas medical license will supervise the Medical Director of the Board.

### **The Ideal Candidate**

The Executive Director must be a highly competent and experienced professional with a demonstrated track record of successful managerial accomplishments. Qualified candidates must work well within the political environment and possess a high level of integrity, be inclusive, transparent, and engaging. An advanced degree in medicine and/or law degree or other professional degree from an accredited university is required, and a minimum of four years of experience in an executive capacity in government or private industry.

In addition to the previously stated requirements, the Board desires individuals with the following knowledge, characteristics, and skills:

- 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
- Supervisory experience, including the ability to organize and control the flow of work and manage professional and clerical staff within an office
- Regulatory and/or enforcement experience, such as processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.
- Legislative or lobbying experience/ coordination, including appearing and advocating before legislative committees
- Demonstrated ability to work within a large organizational or governmental structure
- Experience working with and taking direction and instruction from a board, committee or commission
- Knowledge of current consumer issues involving the Board and the licensed professions
- A high level of initiative, dependability, tact, sound judgment, and adaptability
- Very high ethical standards and is a person of exceptional character who earns the confidence and trust of others
- Outgoing with excellent communication skills, and able to work effectively with diverse groups of people

### **Compensation and Benefits**

The salary for this position is \$145,000 annually. The Executive Director also receives an attractive and competitive, comprehensive benefit package. A salary supplement up to \$12,000 may be available to candidates licensed as both attorney and physician.

### **Application Process and Recruitment Schedule**

To be considered for this position, please immediately submit an application for employment electronically through [www.WorkInTexas.com](http://www.WorkInTexas.com) no later than 5:00 p.m. on the job closing date. In addition, applicants must submit a resume (including dates of employment and staff and budgets managed) and cover letter, including indication of current salary, and the names of four (4) work-related references, to [maria.moreno@tmb.state.tx.us](mailto:maria.moreno@tmb.state.tx.us). **PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED.**

### **New Hires/Rehires**

60-day waiting period for health coverage

### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.