



State of Nevada
Funeral and Cemetery Services Board

Job Announcement

EXECUTIVE DIRECTOR

The Funeral and Cemetery Services Board is seeking to hire a new Executive Director. The Executive Director position is full-time, and is appointed by the Board.

DUTIES AND RESPONSIBILITIES: The position is responsible for the overall management of the Board's office, activities and functions. Responsibilities include, but are not limited to:

- Preparation and administration of the Board's annual budget;
- Promoting the Board's functions through written publications; maintaining the Board website; coordinating Board sponsored activities; and presenting at meetings, workshops, and other educational settings;
- Facilitate Board meetings, prepare agendas, supporting documents, and minutes in accordance with the Nevada Open Meeting law NRS 241; initiate action on Board directives;
- Serve as Board liaison with individuals and other agencies, including, but not limited to, the Governor's office, state agencies, professional organization, applicants, licensees, and the public;
- Oversee all aspects of the licensing, monitoring and compliance functions including but not limited to maintenance of the Board licensing and regulatory data collection system;
- Manage the Board complaint and disciplinary action process to include, but not limited to, receipt and review of initial complaints, conduct investigations, initial determination of merit and recommendations for hearing; negotiate consent decrees with Board counsel, facilitate disciplinary hearings;
- Train and oversee the performance of all Board employees.
- Maintain inspection mobile app and inspection checklist documents to account for any legislative changes; train inspector; conduct inspections as needed;
- Assist with NRS law and NAC regulation revisions, conduct research and make recommendations, conduct public workshops and hearings. Review and respond to legislative actions, bills and requests for information; represent the Board during legislative sessions at hearings and meetings as directed by the Board.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited College or University with a major in public administration, or related field preferred. A minimum of six years' experience in a closely related field or an appropriate combination of education and experience that would provide the necessary knowledge and expertise necessary to perform the functions of the Executive Director.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental processes and available technology.

- Ability to read, analyze and interpret governmental regulations and statutes including, but not limited to: NAC and NRS 642, NAC and NRS 451, NAC and NRS 452, NAC and NRS 451, NRS 241, NRS 233B and NRS 241.
- Ability to write reports, business correspondence, and operational procedures and materials;
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities;
- Ability to form and maintain professional and positive working relationships.

WORK ENVIRONMENT: The position is located in Reno, Nevada. Work is performed in a typical office setting. Travel and use of personal vehicle may be required.

COMPENSATION: Salary range is \$85,000 to \$135,000 depending on experience. Three weeks vacation, three weeks sick leave, all state observed holidays, health insurance and retirement benefits included.

Interested candidates must provide a resume with cover letter and references to: nvfuneralboard@fb.nv.gov no later than 5 p.m. on March 20, 2023. Potential candidates must be available for initial closed interview with Board staff on March 22, 2023, and public interview during the next Funeral Board meeting scheduled for April 6, 2023.