

To Whom It May Concern:

The Alaska Division of Corporations, Business and Professional Licensing is seeking an Executive Administrator (referred to as executive director or executive officer in most other states) for the Alaska Board of Nursing!

The Executive Administrator is a nurse leader in a fast-paced, high-stakes environment. You will perform meaningful work by protecting the public and ensuring that nurses and nurse aides are competent and accountable professionals. As an employee of the division, you receive a comprehensive benefits package, paid leave, and the opportunity to travel. You will be supported by the National Council of State Boards of Nursing (NCSBN) with many opportunities for mentorship, career development, and travel to several national meetings each year. The department supports successful teleworking and flexible work schedules for its employees.

The Executive Administrator of the Alaska Board of Nursing will use advanced knowledge of the principles, philosophies, and practices of nursing to:

- Work closely with the Board of Nursing to implement their mission and to analyze national trends and best practices for policy review, including providing legislative support toward adoption of the Nurse Licensure Compact.
- Oversee a team of nine staff members responsible for licensure of nurses and nurse aides.
- Provide expertise to stakeholders concerning nursing issues, such as scope of practice, education, discipline, and licensure.
- Administer the statutes, regulations, and policies of the Board of Nursing and lead regulation projects to align regulations with current practice.
- Engage with the National Council of State Boards of Nursing (NCSBN) through participation in annual and mid-year meetings and their mentorship program for new Executive Officers.

The Executive Administrator is a partially exempt Range 25 position located in Anchorage, so the pay is \$3,879 biweekly if beginning at a Step A, though there is potential to begin at a higher step. To review the State of Alaska salary schedule for partially exempt employees in Alaska, visit https://doa.alaska.gov/dof/payroll/sal_sched/1022xew_N00.pdf

Who we are looking for, you must be:

- A nurse with a master's degree or higher in nursing.
- Proficient in all aspects of nursing and nurse aide practice.
- Knowledgeable of the principles and methods for evaluating program or organizational performance, including identification of evaluation factors (for example, workload, personnel requirements), metrics, and outcomes.
- Able to facilitate cooperation and motivate team members to accomplish group goals.
- Able to work effectively with a quasi-judicial board of volunteers.

- Able to identify problems; determine accuracy and relevance of information; use sound judgment to generate and evaluate alternatives; and make recommendations.
- Able to anticipate and meet the needs of both internal and external customers and be committed to continuous improvement.
- Able to deal effectively with pressure, and remain optimistic and persistent, even when faced with challenges.

To review the class specification of this position, visit

<https://www.governmentjobs.com/careers/alaska/classspecs/890207>

For more information on the Alaska Board of Nursing, visit

<https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BoardofNursing.aspx>

To apply:

Email the following items to Tessa.Walker.Linderman@alaska.gov – ideally by 5:00pm on Friday, February 17th, though the division will continue to accept application packets until the position is filled:

- Cover letter addressing why you are interested in the position and how you meet the requirements and desired skills we're looking for, as noted above.
- Resume showing your most recent and most relevant work experience.
- Transcripts or diploma confirming your master's degree (or higher) in nursing.

Questions on this recruitment or the position? Email Tessa.Walker.Linderman@alaska.gov or Glenn.Saviers@alaska.gov.