

Iowa Board of Nursing

Job Title: Executive Officer 1

Salary Range: \$51,480 - 78,353

State of Iowa Job Vacancy Number - 18628BR

Closing Date: March 16, 2017

Job Description: The Iowa Board of Nursing is seeking a Registered Nurse or Licensed Practical Nurse to coordinate all aspects of the licensing process for nurses.

Duties include, but not limited to:

- *Develops and maintains policies/procedures; technological resources, staffing requirements and evaluation input and reporting procedures for the board's licensing team--examination, endorsement, advanced practice, renewal, reactivation and special licenses.*
- *Coordinates the continuing education audit process and ensures policies and procedures are implemented timely and accurately.*
- *Drafts internal procedures for improving coordination between staff and ensures new or revised procedures are implemented.*
- *Ensures licensing team provides accurate information to applicants, licensees and the public on licensure procedures. The Executive Officer is the contact person for complex or difficult licensing situations.*
- *Drafts administrative rules, policies and procedures, determines impact and informs Executive Director and the board.*
- *Ensures quality customer service and investigates customer complaints.*
- *Ensures mail handling and cash lists are complete timely, accurately and in a confidential manner.*
- *Works to maintain relationships with the nursing programs, NCSSN, other nursing boards, nursing organizations and other state, local and federal agencies in relationship to licensure.*

To be considered for this position, all applicants **MUST** submit a letter of interest, resume, and at least three references (names, titles, addresses, telephone numbers), to the attention of Kathy Weinberg, Executive Director, by the closing date 3/16/2017, to [Kathy.Cornwell@iowa.gov](mailto:Kathy.Cornwell@iowa.gov), or mail the items to:

Kathy Weinberg, Executive Director  
Iowa Board of Nursing  
400 SW 8<sup>th</sup> Street, Suite B  
Des Moines, IA 50309

Failure to adhere to this requirement will result in automatic disqualification for further consideration of this position.

Selective: 453 Nursing (See the State of Iowa website for details)  
*6 months experience, 12 semester hours, or a combination of both in:  
General professional nursing experience, Nursing education or  
Licensed practical nurse experience and training.*

In addition a completed application for Vacancy **must** be submitted to the Iowa Department of Administrative Services - Human Resources Enterprise (DAS-HRE) by \_\_\_\_\_. To complete an electronic application form, click on "Apply for Job Vacancy(s)" button. You may also mail an application form to: Iowa Department of Administrative Services - Human Resources Enterprise, Hoover State Office Building, 1305 East Walnut, Des Moines, IA 50319-0150 or fax your application to (515) 281-7970.

A background investigation will be completed.

The State of Iowa is an EEO/AA employer.