

## Naturopathic Medicine Committee

**Job Title: Executive Officer**

### Duties & Responsibilities

1. Administrative Duties: create all departmental and statewide reports: licensing, enforcement, budget, Business Continuity, as needed and as assigned
2. Create Annual Report, prepare for and administer Sunset Review
3. Create & edit publications
4. Budget: Preparation, review monthly budget reports, fund conditions, write BCP & Spring finance letter
5. Public Records Requests – reply as needed
6. Correspondence – answer and record as needed
7. Communicate with other boards/bureaus (within CA & without), pharmacies, DEA, law enforcement, courts, other appropriate entities that either need or use NMC information
8. Contracts (equipment, meeting locations) – negotiate on behalf of NMC as needed
9. Enforcement: Develop disciplinary guidelines, develop regulations, process complaints, issue citations, hold informal hearings, monitor investigations, communicate with other boards/bureaus, law enforcement, and DAs' & AG's offices
10. Licensing: Review Report of Deposits, initial & renewal application review and approval, issue licenses, CE review, and other activities related to licensing
11. Committee liaison: process travel expense claims, coordinate collection of member forms, coordinate all aspects of Committee meetings including agenda, packets, teleconferencing, and posting to web site
12. Communicate regularly with Committee Chair and Committee members
13. Create and modify web site content
14. Outreach to DCA, other professions, licensing bodies as needed
15. Create and modify all forms
16. Create legislation proposals and legislation analysis
17. Purchasing and supplies within approved budget
18. Liaison to all departmental and statewide offices

Desirable qualifications to be used in recruiting the Executive Officer include:

•	Demonstrated supervisory and management skills.
•	Administrative experience including fiscal responsibility, budget preparation, development of regulations, policy development and implementation.
•	Legislative or lobbying experience and a working knowledge of the state and federal statutes and rules pertaining to Naturopathic Medicine Committee.
•	Regulatory and/or enforcement experience such as processing complaints, monitoring investigations, hearings on disciplinary matters.
•	Ability to communicate effectively, both orally and in writing, and deal effectively with a broad spectrum of people interacting with the boards and committees.
•	Prior experience working with boards and committees.
•	Experience with licensure including, but not limited to, professional examination or testing procedures and techniques.
•	Knowledge of current consumer issues in the licensed profession of naturopathic medicine.