

# MISSISSIPPI STATE BOARD OF MEDICAL LICENSURE

## PROFESSIONAL OPPORTUNITY

### EXECUTIVE DIRECTOR



The mission of the Mississippi State Board of Medical Licensure (MSBML) is to ensure the protection of the health, safety and welfare of Mississippians through implementation and enforcement of laws involving the licensing and regulation of physicians, podiatrists, physician assistants, radiology assistants and acupuncturists and through the objective enforcement of the Mississippi Medical Practice Act.

The MSBML is committed to the continued protection of the health, safety and welfare of Mississippians. The philosophy of the MSBML is to ensure healthcare professionals licensed by the MSBML meet the licensing standards as directed by the Mississippi State Legislature and to regulate the practice of MSBML licensees.



The Board became an agency of its own July 1, 1980. Board membership consists of nine physicians (MDs and DOs) who are appointed by the Governor for six year terms.

The Board is a self-funded agency consisting of three divisions, Licensure, Investigations and Information Technology. Board staff consists of 24 full-time employees.



1867 Crane Ridge Drive, Suite 200-B  
Jackson, Mississippi 39216

[www.msbml.ms.gov](http://www.msbml.ms.gov)

**The Mississippi State Board of Medical Licensure is seeking an individual who is experienced and is an established leader with a solid breadth of administrative and organizational management expertise to become the new Executive Director. The Executive Director is located in Jackson, Mississippi, and serves as the primary liaison to the nine-member Board. The Executive Director represents the Board on statewide and national issues and is accountable for the success of the Board in fulfilling its mission.**

The Executive Director is responsible for carrying out the policies of the Board and for planning, organizing and directing the activities of the Board in the areas of Administration, Licensing, and Enforcement. The Executive Director maintains and enforces the overall policies established by the Board relating to Board programs, under the authority of the Mississippi Code of 1972 §73-43-11, et. seq.

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

- Through subordinate division directors 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 bi-monthly Board meetings and meetings of the Board's 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 division directors and supervisors, implements all actions and decisions of the Board.
- Identifies issues requiring legislative action and directs the development of fully researched and documented legislative proposals for presentation to the Board. Once proposals are approved by the Board, meets with members of the House and Senate and their staffs to arrange for introduction of bills. As appropriate, works with legislators to identify interested organizations, to determine their concerns, and to propose amendments to Board-sponsored bills.
- 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, recommendation of positions on bills and possible amendments, and implementation of the actions of the Board regarding specific bills.
- Meets and confers with professional associations, top level management of other governmental agencies, and consumer groups to identify and resolve issues relating to Board-sponsored and Board-impacting legislation. Solicits the support of these groups for Board-sponsored legislation.
- Testifies before committees of the Legislature.
- 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, 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.
- 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 to the Board. Implements the actions approved by the Board.
- Has full delegated authority from the Board to approve recruitment, hiring, retention and evaluation of all Board staff. Personally evaluates the performance of the Directors of Investigations, Licensure and Information Technology. Provides second level review and approval of the evaluation of the directors for the Investigative, Licensure and IT Divisions. 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.

The new Executive Director must be a highly competent and experienced professional with a demonstrated track record of successful managerial accomplishments. Qualified candidates will be expected to work well within the political environment and possess a high level of integrity, be inclusive, transparent, and engaging. Three to five years of healthcare leadership preferred.

### **KNOWLEDGE, CHARACTERISTICS, AND COMPETENCIES**

- 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
- Experience working with and/or in taking direction from a board, committee or commission
- Knowledge of current consumer issues facing the Board and the licensed professions
- Demonstrated ability to work within an organizational or governmental structure
- A consultative approach to problem solving and the ability to facilitate coalition building
- Possesses a high level of initiative, dependability, tact, sound judgment, and adaptability
- Maintains very high ethical standards and is a person of exceptional character who naturally earns the confidence and trust of others
- Is outgoing, has excellent communication skills, and is able to work effectively with diverse groups of people

### **COMPENSATION AND BENEFITS**

The salary for this position is commensurate with this position. The Executive Director will receive state benefits and retirement.

### **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

The final filing date to submit applications is until filled. To be considered for this position, please immediately submit a resume (including dates of employment and staff and budgets managed) and cover letter, including indication of current salary, and the names of six work-related references, directly to:

Frances Carrillo  
Staff Officer

Mississippi State Board of Medical Licensure

1867 Crane Ridge Drive, Suite 200-B, Jackson, MS 39216

Tel: 601 / 987-0231 Fax: 601 / 987-4159

Email: frances@msbml.ms.gov

MSBML Web site: [www.msbml.ms.gov](http://www.msbml.ms.gov)

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews. It is anticipated that finalists will be interviewed by the full Board.