

## SPECIAL NON-MERIT RECRUITMENT VACANCY ANNOUNCEMENT

**Classification Title:** Executive Director of the Kentucky Board of Medical Imaging and Radiation Therapy

**Date Posted:** July 13,2015

**Pay Grade/Salary Range:** Ungraded/ \$65,000-\$72,000

**Agency:** Kentucky Board of Medical Imaging and Radiation Therapy

**Work Location:** 42 Fountain Place, Franklin County, Frankfort, Ky. 40601

### **Agency Comments:**

This position is an Unclassified, Non-Merit, Non-Chapter position under KRS 36.040(1)(r)

### **General Job Duties:**

Administration Executive:

Prepare all budgetary estimates for the board's approval, prepare budgetary reports, track expenditures, and budget data in eMARS; achieve and maintain proficiency with multiple automated fiscal management systems and processes; record and maintain all deposits received, process all vendor and expenditures within 30 days of receipt, process timesheets and board reimbursement in the Kentucky Human Resource Information System (KHRIS); and process travel vouchers within two(2) weeks of receipt or board meeting. Answer telephone calls, return voice messages and answer general inquiries related to certification and licensure in a timely manner by addressing within same or next business day. Collaborate with Board Chair by providing timely and effective communication regarding issues received in the office. Maintain and update regularly board website with relevant information for licensees.

Applications, Certification and Licensure:In collaboration with office staff, prepare renewal reminder notice; generate mailing lists for annual renewals; update continuing education (CE) information within three(3) business days, perform CE audits as required for compliance; perform data entry to generate approval and/or follow up notices; send cease and desist letters and notification of terminations to licenses who fail to renew licenses by the date of expiration; investigate complaints and violations .

### **Minimum Requirements:**

**EDUCATION:** Graduate of a college, university or hospital program with bachelor's degree. Must be a registered medical imaging technologist or radiation therapist with active Kentucky license.Skilled in the use of Microsoft Office, specifically Word, Excel, Powerpoint and Outlook. Excellent organizational, communication, and analytical skills required.

**EXPERIENCE:** Must have a minimum of three years of professional, administrative or business management experience.

### **General Description of Benefits:**

Paid health and life insurance, vacation and sick leave, holiday pay, and retirement

### **How to Apply:**

Submit an electronic letter of interest and resume to Andrea Kring at the Kentucky Board of Medical Imaging and Radiation Therapy at [Andrea.Kring@ky.gov](mailto:Andrea.Kring@ky.gov)

**Application Deadline:** August 3, 2015