

Position Vacancy Announcement

Executive Director

Alabama Board of Physical Therapy

Salary: Pay Grade 81

\$55,327.20 - \$84,276.00

The Alabama Board of Physical Therapy was created to ensure that the public is protected from the incompetent practice of physical therapy. As per Section 34-24-193(a) "...the board shall have the power to make such expenditures and employ such personnel as it may deem necessary for the administration of the provisions of this article. The board shall hire and establish the responsibilities and salary of an executive director."

Position Summary

The Executive Director, selected and employed by the Board as an at-will employee, functions within the bounds of prudence and ethics to act for the Board in managing and coordinating the various functions of the Board. The Executive Director is responsible for the administration of statewide regulation of physical therapy practice and the total performance of the agency in implementing the legislative intent and the purpose of the Board. While directly and immediately responsible to the Board's Chair, and ultimately accountable to the Board, the Executive Director shall exercise initiative and autonomy in management of the agency and oversight of operations.

Required Qualifications

Bachelor's Degree from a regionally accredited college or university with coursework in any of the following: management, business, administration, communication, or related field.

AND

Three (3) years of experience with documented progression in degree of complexity and responsibility of administrative tasks and leadership in an administrative/management role.

Job Responsibilities

Recognizing the statutory/rule authority of the Board, including defining the duties of the Executive Director, the Executive Director's duties and responsibilities include, but are not limited to the following:

1. Enforcing standards as defined in the Alabama Physical Therapy Practice Act and Administrative Code in accordance with the Administrative Procedures Act, the Open Meetings Act, and the Open Records Law, through...
 - a. Timely investigation and prosecution of complaints.
 - b. Implementation of the Board's disciplinary decisions and actions.
 - c. Issuing confidential letters of concern to licensees.

- d. Maintaining the standards for initial and continuing licensure, including the issuance of licenses and renewals.
 - e. Consulting with legal counsel and Attorney General's office as necessary.
 - f. Developing and administering policies.
2. Functioning as the administrative agent for the Board, interpreting and executing the intent of the Board's policies and guidelines to the public, the physical therapy profession, and other agencies through...
 - a. Implementing and monitoring Board decisions and directives.
 - b. Engaging the Board in the development of priorities.
 - c. Promoting Board visibility and credibility in services to and relationships with the Alabama Legislature and other stakeholders, including concerned agencies, organizations, and individuals.
 - d. Representing the Board as the official spokesperson to the media, governmental agencies, healthcare professionals, other stakeholders and the public.
 - e. Preparing agendas and maintaining minutes for all Board and committee meetings in accordance with the Open Meetings Act.
3. Serves as principal operations officer, supervising the management of the Board's records, resources, and staff.
 - a. Plans, coordinates and evaluates all aspects of the Board's office activities.
 - b. Analyzes, designs, and executes business processes and structures for efficiency.
 - c. Makes decisions regarding employment, salary, evaluation, promotion, demotion, reassignment and termination of staff.
 - d. Oversees, develops and provides for orientation, in-service training and continuing education for staff.
 - e. Makes decisions regarding procedures, forms, applications, etc., needed to implement statutes, rules and Board policies.
 - f. Makes decisions regarding office policies, procedures, forms, etc.
 - g. Delegates appropriate level of responsibility and accountability to the staff.
 - h. Prepares and administers the budget and budget revisions, supervises, reviews and approves expenditures and transactions.
 - i. Negotiates and authorizes contracts.
 - j. Functions as custodian of all legal records and documents.
4. Acts as the Board's liaison to the public, the executive and legislative branches of state government, other governmental agencies, other professional licensing boards, physical therapy organizations, and the media through...
 - a. Monitoring local and national legislation affecting physical therapy, health-care and licensure.
 - b. Providing requested information to the Governor's office or the Legislature concerning statutes, rules and policies that impact the practice of physical therapy or the functions of the Board.
 - c. Interpreting the purpose and functions of the Board and scope of physical therapy practice based upon Board decision and available published resources.
 - d. Coordinating the Impaired Practitioner Program in conjunction with the contracted provider.

- e. Consulting, educating and advising groups and individuals related to the legal practice of physical therapy.
- f. Overseeing the collection and publication of data relating to physical therapy on a local, state, and national level.
- g. Preparing and disseminating information to the public, professional, and governmental agencies and organizations through newsletters, periodic reports, workshops, seminars and informational sessions.
- h. Participating in local, state and national organizations relating to physical therapy regulation, education and practice.

The salary for this position will be determined by the Alabama Board of Physical Therapy in accordance with State of Alabama laws and regulations. The Executive Director shall also receive the regular benefits afforded to State employees. A completed application packet consists of:

1. An Application for State Employment, which is located on the State Personnel Department's website at www.personnel.alabama.gov;
2. A cover letter relating to the applicant's experience as outline in this vacancy announcement;
3. A current resume not to exceed two (2) pages; and
4. The names and contact information (including telephone numbers) of three (3) references.

Application packets must be received by close of business on Monday, August 1, 2016 and should be addressed to:

Chairman, Alabama Physical Therapy Board Selection Committee
State of Alabama Personnel Department
64 North Union Street
P. O. Box 304100
OR

Submitted via email to: personnel@personnel.alabama.gov.

All initial applications will be treated as confidential. After a thorough review of all available information, the search committee will determine a final list of candidates. The final candidates will be notified and only the names of candidates who choose to move forward with the interview and selection process will be made public. All other applications will remain confidential. A background check will be conducted on all final candidates.

The Selection Committee expects to compile its final list of candidates by August 29, 2016. The Alabama Board of Physical Therapy anticipates that the selection of the new Executive Director will occur by October 15, 2016.