

The West Virginia Board of Examiners in Counseling (WVBEC), a Chapter 30 State Licensing Board, seeks qualified candidates with proven office management experience for the position of Executive Director, in Charleston, WV, to assist in formulation of and administering the policies and programs as directed by the Board. The Executive Director is the senior staff member for the Board of Counseling.

1. Duties:

- Provides the Board and Board Committees with information and reports that facilitate their work.
- Tracks counseling-related legislative issues at the state and national levels.
- Ensures compliance with the law, code and established guidelines.
- Plans/Coordinates Board meetings and functions.
- Coordinates complaint review and disciplinary hearings.
- Manages the daily operations to serve the counseling constituency.
- Manages board staff, database, budget/finance, records, and other duties as assigned by the Board.

Requirements:

- A bachelor's degree; master's degree is preferred.
- Five or more years of prior experience in a responsible administrative or management capacity is preferred, in government, legal and supervisory experience.
- Strong organizational, communication and interpersonal skills is required.
- Able to understand, interpret and follow laws, rules and established guidelines governing all facets of Board activities.
- Proficient in computers, Internet, website management and Microsoft Office Suite software is required.
- Prefer a working knowledge of the state wvOASIS system to include financials, business intelligence, and HRM.

Please send resume to counselingboard@msn.com noting you are applying for the Executive Director position.