

Job Description

Job Title: Executive Director

Agency Name: Board of Social Work Examiners

Applications Accepted Through: October 31, 2013

Submit Resume To:

Mailing address:

Alabama Board of Social Work Examiners

100 North Union Street Suite 736

Montgomery AL 36104

Email to: rebecca.goodson@swb.alabama.gov

Responsibilities: The Alabama Board of Social Work Examiners is responsible for the administration and enforcement of the laws and administrative regulation governing the practice of social work. The Executive Director is the senior staff member reporting to the Board and is responsible for the ongoing operations of the agency on a day-to-day basis. The Executive Director is a full-time employee and serves at the pleasure of the Board.

Minimum Qualifications:

- A bachelor's degree from an accredited college or university
- Three years administrative experience, including:
 - Personnel management (ex. Supervisory, leave, performance appraisals, etc.)
 - Develops and manages budgets
 - Manages procurement process (both bidding and purchasing)
 - Develops/implements policies and procedures
 - Responds to inquiries
 - Disseminates public information
 - Develops working relationships
 - Meets with legislative members or staff
 - Records management
- Excellent written and oral communication skills
- Ability to lift 25 lbs.
- Travel required, both local and in/out of state including overnight
- Public speaking abilities

Desired Qualifications:

- Knowledge of government in Alabama with particular emphasis on the legislative and regulatory process
- Proficiency or ability to learn FrontPage
- Social Work degree or familiar with social work practices.

Salary: Commensurate with experience within range of \$45,501.60 to \$50,119.20 per annum

The Board of Social Work Examiners is an Equal Employment Opportunity employer.

Benefits:

- Low-Cost Health/Dental Insurance (Single Coverage)
- Optional Family Coverage (Health/Dental)
- Accrue Thirteen Annual Leave Days per Year
- Accrue Thirteen Sick Days per Year
- Thirteen Paid Holidays per Year \
- Retirement Plan
- Flexible Employee Benefit Plans
- Optional Deferred Compensation Plans