

The Louisiana State Radiologic Technology Board of Examiners

Assistant Director

This executive level position provides assistance to the Executive Director in the handling of statutory matters and overall functions of the Board in the implementation of the provision of the Louisiana Medical Radiation and Safety Act, La.R.S. 37:3200 *et.seq.* (RT Practice Act) and the Louisiana Administrative Code Title 46, Part LXVI, (Rules and Regulations). This individual will assist in the management of the Licensee Health Monitoring Policy in accordance with the Rules and Regulations of the Louisiana State Radiologic Technology Board of Examiners (Board), conducting and/or assisting in the investigations of complaints, reviewing of employment records in collaboration with the Executive Director and Board counsel, and preparing reports and recommendations to the Board. Annual audits of licensees are to be conducted to ensure compliance with the Practice Act and Rules and Regulations of the Board.

A Bachelor's degree in the required in the field of study and/or experience in Law, Radiologic Sciences, Business Administration, Office Management, Compliance Enforcement. The candidate must possess knowledge of the RT Practice Act and the Rules and Regulations of the Board, have the ability to make independent judgments and work independently, ability to gather data, compile information, and prepare reports, possess excellent written and verbal communication skills, ability to effectively work with a wide range of individuals in a diverse community, ability to use diplomacy and discretion when working with confidential information and sensitive situations, and possess exceptional organizational and analytical skills. Candidate must have the ability to operate a computer and standard office equipment, ability to function in a high pressure, stressful environment and meet stringent deadlines, travel as required, ability to work in excess of 40 hours per week, and carry and lift 26-50 lbs. regularly. Position is located in Metairie, LA. To ensure full consideration application should submit a current resume to the Louisiana State Radiology Technology Board of Examiners at lsrtbechairman@gmail.com no later than midnight October 1, 2022.