

Position Summary: Executive Director

The Executive Director is responsible for policy development, human resource management, fiscal management, management of activities related to statutory duties of the Board, and performing any other duties as assigned by the Board through its Chair. Specific duties include the following:

Duties and Responsibilities:

Management of Statutory Activities

The Executive Director provides leadership and oversight to all aspects in the handling of statutory matters and is responsible for the over-all functions of the Board in the implementation of the provisions of the Louisiana Medical Radiation Health 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).

Licensure

- Provides for the appropriate screening and initial licensure of persons who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established rules and regulations, policies and procedures of the Board.
- Provides for the appropriate screening and endorsement of Radiologic Technologists who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established procedures of the Board.
- Provides for the issuance of renewal licenses to all Radiologic Technologists who meet the requirements of the RT Practice Act and the Rules and Regulations in accordance with the established procedures of the Board.
- Provides for the conduct of annual audit of licenses to assure compliance with continued licensure requirements.
- Provides data to the Board regarding licensing information at least quarterly.

Radiologic Technology Practice:

- Ensures compliance with the standards of radiologic technology practice through interpretation of rules and regulations, issuance of declaratory statements, and opinions approved by the Board.
- Enforces compliance with the RT Practice Act and Rules and Regulations of the Board through the disciplinary process.
- Acts on behalf of the Board to issue summary suspensions of licensure when public health and welfare are at risk.

- Enters into consent orders on behalf of the Board pending Board ratification.
- Initiates the investigation and determination of violations of the RT Practice Act.
- Initiates resolution of matters in which there is insufficient evidence and/or matters do not rise to a violation of the RT Practice Act.
- Initiates timely and accurately forwards cases to the Board for action on all matters involving a violation of the RT Practice Act and/or eligibility for licensure based on fitness concerns.
- Provides for the effective monitoring of Radiologic Technologist with encumbered/restricted license.

Compliance

- Ensures Board compliance with all applicable Federal and State laws, rules, regulations, and/or directives of Louisiana's Executive, Legislative and Judicial branches.
- Ensures Board compliance with Open Meetings Law and Public Records Act.
- Ensures compliance with requirements of the Office of Division of Administration, including but not limited to Procurement, Contractual Review, Risk Management, Human Resources/Civil Service, State Travel and Internal Audit.
- Ensures Board compliance with Open Meetings Law, Public Records Act and the Louisiana Administrative Code.

Fiscal Management

The Executive director is responsible/accountable for the proper management of the Board's financial resources.

- Prepares annual budget for adoption by the Board, and acts to implement the budget as approved by the Board.
- Provides for an effective means of record keeping with respect to financial matters.
- Assumes accountability for receipts and expenses.
- Provides current information for a financial report at each meeting.
- Oversees activities to comply with annual audit by external auditor.
- Advises the Board regarding the fiscal integrity of the Board.
- Manages Board investments in compliance with state laws and regulations.
- Enters into contracts on behalf of the Board as provided for in the budget or Board action to approve.
- Maintains compliance with Office of Risk Management and works with office to maintain insurance for Board functions and property.

General

In addition to the previously described responsibilities, the Executive Director is responsible for additional general items:

- Serves as spokesperson for the Board except in matters addressed by Board Chair.
- Serves as designee on behalf of the Board/Board Chair on legislative or radiologic technology commissions, task force, committees, or otherwise assigns competent staff or Board member designee.
- Monitors proposed legislation and advises the Board of applicability to the practice of Radiologic Technology.
- Provides information to legislators regarding the work of the Board and specific legislative proposals that impact radiologic technology regulation or the work of the Board.
- Publishes an annual report of all Board activities for distribution to the Governor, LDH and Legislature.
- Provides for communication to licensees, employers, and public through newsletter, website, and other methods.
- Provides interpretation of Board policies to students, radiologic technologists, and the public, as requested.
- Accepts or otherwise assigns speaking engagements on behalf of the Board with regard to the work of the Board.
- Provides for educational seminars, as necessary, for students, licensees, and the public.
- Remains active in professional organizations.
- Interacts with the Board, licensees, and a wide range of members of the public to define, advance, and assess the work of the Board's office to ensure continued effectiveness and success.
- Assumes responsibilities for other assignments as requested by the Board or its Chair

Supervision:

Supervised by: Board
Supervisor of: All Board staff

Qualification Requirements

Required Education: *Check the minimum level of education required to perform the job. Indicate the field of study required or acceptable.*

X Bachelor's Master's Other:
Field(s) of Study: Radiologic Technology
Certifications/Licenses Required: <ul style="list-style-type: none">• Active Certification with the American Registry of Radiologic Technologists (ARRT) in Radiography, Nuclear Medicine, or Radiation Therapy, and/or Active Certification with the Nuclear Medicine Technologist Certification Board (NMTCB) in Nuclear Medicine.• An unencumbered license to practice as a Radiologic Technologist in the State of Louisiana or meets all qualifications to obtain a Louisiana license;• A valid membership with the American Society of Radiologic Technologists (ASRT)• A valid membership with the Louisiana Society of Radiologic Technologists (LSRT).

Required Experience:

<i>Indicate the minimum number of years and type of experience required to perform the job.</i> Minimum of five (5) years experience required post certification by the American Registry of Radiologic Technologist (ARRT) and/or the Nuclear Medicine Technologist Certification Board (NMTCB).
<i>Indicate if any combination of specific experience, training and education may be substituted for the required education or experience.</i>

Required Knowledge, Skills & Abilities

<ul style="list-style-type: none">• Knowledge of the RT Practice Act and the Rules and Regulations of the Board.• Commitment to the purpose and mission of the Board.• Ability to make independent judgments.• Ability to gather data, compile information, and prepare reports.• 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.• Demonstrates personal and professional integrity.• Ability to work in a fast-paced environment, perform complex tasks, and prioritize effectively.• Exceptional organizational and analytical skills.• Flexibility to switch from one task to another.
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Physical and Mental Demands

- Ability to work in excess of 40 hours a week, which may include nights and weekends
- Ability to view a computer screen for long periods of time
- Ability to function in a high-pressure, stressful environment and meet stringent deadlines
- Ability to operate a computer and standard office equipment
- Ability to travel as required and work at different locations as required
- Ability to read, write and speak English at the level equal to or greater than the national standards for a college graduate

Indicate below the approximate percentage of time the Executive Director would spend doing the activities listed in the table below:

	Minimally (up to 10% of the time)	Occasionally (10% to 25% of the time)	Regularly (25% to 50% of the time)	Frequently (> 50% of the time)
Bend				X
Carry/Lift < 10 lbs.				X
Carry/Lift 10-25 lbs.				X
Carry/Lift 26-50 lbs.			X	
Carry/Lift 51-75 lbs.		X		
Carry/Lift 76-100 lbs.	X			
Climb				X
Crawl			X	
Drive				X
Push/Pull				X
Reach				X
Sit				X
Squatting/Kneeling				X
Stand				X
Twist				X
Walk				X
Work above Shoulder			X	

Disclaimer

The purpose of this job description is to provide a representation of the types of duties and responsibilities that will be required of this position. It should not be construed as a declaration of the total scope of duties and responsibilities which may actually be performed. Employees in this position may be directed to perform job-related tasks other than those specifically presented herein.

**Revised 1/13/2021, Board Approved With Motion and Voice Vote
Board Approved With Motion and Voice Vote 1/9/2019**