

## Job Vacancy Notice

Listing Number: BEO 20-01

Posting Date: June 11, 2020

Closing Date: July 10, 2020

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**Texas Optometry Board**  
333 Guadalupe Street, Suite 2-420  
Austin, TX 78701-3942  
chris.kloeris@tob.texas.gov

**Position Title:** Executive Director

**State Classification Title:** Executive Director

**State Classification Number:** Exempt, Executive Director, Group 2

**Salary Range:** \$93,000 to \$100,732

### General Position Summary:

The executive director is appointed by the Texas Optometry Board to serve as the chief executive officer of the agency. Advises the Board and recommends and participates in the Board's formulation of its mission, strategic plan, rules, and policies. Within that framework, plans, organizes, coordinates, controls, directs, and evaluates programs, activities, and staff of the agency. Represents the Board before the general public and private organizations. Exercises wide latitude of authority in carrying out the policies and objectives of the agency.

### Reporting Relationships:

Reports to and receives general direction from the Board through its chair. Provides general direction to the Executive Assistant and Examination/Licensing, Accounting, Continuing Education, and Complaints/Enforcement managers of the agency.

### Essential Duties and Responsibilities:

- Serves as chief executive officer of the Board.
- Provides a leadership role in the regulation of the practice of optometry in order to carry out the Board's mission, goals and objectives.
- Supports Board members in their governance role.
- Responsible for formulating and recommending policies, rules and regulations, financial plans and other appropriate projects for the Board's consideration and approval.
- Responsible for facilitating the Board's strategic planning process.
- Responsible for planning agendas and developing background materials for Board meetings; participates in all Board meetings.
- Responsible for overseeing the preparation and presentation of an annual budget and annual report regarding agency operations, to be approved by the Board.

- Monitors agency revenues and expenditures and assures that all funds, legal records, physical assets and other property and management controls are properly instituted and safeguarded.
- Monitors and researches pertinent state and national trends and developments in the regulation of health care, including optometry practice and regulation of optometry. Informs the Board of the implication of these trends/developments and makes recommendations for the Board's consideration.
- Establishes and maintains ongoing relationships with relevant federal and state governmental entities such as the Legislative Budget Board, Governor's Office and various health related legislative members and staff. Communicates the Board's priorities and needs with respect to funding and legislative changes.
- Represents the Board to a variety of constituencies, including legislative bodies, professional associations, educational institutions, optometrists, consumers and governmental agencies.
- Maintains effective working relationships with other state and federal agencies, professional organizations, the press, consumer groups, and education institutions.
- Serves in a leadership role by directing and advising staff with respect to agency policies, services and activities.
- Responsible for the day-to-day decisions related to maintenance of the agency. Oversees the agency's management, financial, information technology, personnel, communication, licensing, and compliance activities.
- Responsible for and participates in selection, development, promotion, functions, discipline, and evaluation decisions of agency employees.
- Responsible for establishing effective personnel practices that are in keeping with state laws and policies and that are conducive to retaining a well-qualified work force dedicated to the mission of the Board.
- Participates in informal adjudication conferences, maintains compliance orders, and assists in formal complaints sent to State Office of Administrative Hearings.
- Serves as a member of the Health Professions Council.
- Ensures that decisions vital to the mission and goals of the Board are reached on a timely basis and in a manner that enables the Board to maintain a constant and unified approach in pursuit of its objectives.
- Provides the necessary liaison and staff support to the Board and its committees to help them fulfill their functions; assures that committee recommendations are submitted to the Board for approval.
- Assures that all funds, records, physical assets and other property and management controls are properly instituted and safeguarded.
- Executes such contracts and commitments as may be authorized by established policies of the board and in compliance with state law.

**Knowledge, Skills and Abilities:**

- Knowledge of health care systems and the practice of optometry including legal and regulatory requirements with ability to apply knowledge to specific issues raised by general public, patients and licensees
- Knowledge of governmental procedures in implementing public policy.
- Demonstrated ability to lead, organize and manage people and resources, including strategic and operational planning skills
- Problem-solving and reasoning skills
- Demonstrated ability to formulate, recommend and implement policies and procedures

- Working knowledge of budget preparation and execution and thorough understanding of financial management of a public or private organization
- Knowledge of legislative and regulatory policies and procedures
- Knowledge of agency policy and procedures
- Strong interpersonal skills and demonstrated ability to interact with a variety of constituents.
- Skilled in written and effective oral communications.
- Ability to maintain effective working relationships with other employees.
- Ability to maintain confidentiality.

**Education and Experience Requirements:**

Minimum Requirement: bachelor's degree. An advance degree is preferred. A minimum of five years of responsible management and administrative experience. Prior experience with state regulatory agencies preferred.

**Conditions of Employment:**

Serves at the discretion of the Texas Optometry Board.  
 Subject to annual evaluation. Available for up to 10% travel.  
 Exempt from Fair Labor Standards Act.

**Military Occupation Specialty Codes**

Navy: 641X LDO Administration, 612X LDO Operations, surface; Coast Guard: MGT10 Management; Marines: 8003 General Management; Air Force: 10C0 Operations Commander. Addition information may be found at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**To Apply**

- Submit an original signed State of Texas Application by e-mail (attach a scan to an e-mail and send to: [chris.kloeris@tob.texas.gov](mailto:chris.kloeris@tob.texas.gov)) or by mail to the Texas Optometry Board, 333 Guadalupe Street, Suite 2-420, Austin, Texas, 78701. Resumes will not be accepted in lieu of a State of Texas Application. Applications must be complete, including start and end dates for all work experience.
- State applications are available at the Work in Texas website:  
<https://www.twc.texas.gov/jobseekers/state-texas-application-employment>.
- Include a professional writing sample of at least two pages in length.

Applicants will be notified if selected for interview. If ADA accommodation(s) are needed, contact Chris Kloeris ([chris.kloeris@tob.texas.gov](mailto:chris.kloeris@tob.texas.gov)).

Employment is contingent on passing a criminal background investigation that will permit a candidate to access the Texas CJIS System.

The Optometry Board participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

An Equal Opportunity/Affirmative Action/ADA Employer