



OKLAHOMA

State Board of Pharmacy

2920 N Lincoln Blvd, Suite A • Oklahoma City, OK 73105
pharmacy@pharmacy.ok.gov • www.pharmacy.ok.gov
Phone: 405.521.3815 • Fax: 405.521.3758

CAREER OPPORTUNITY

[An Equal Opportunity Employer]

Job Title: Executive Director
Location: Oklahoma City, Oklahoma
Salary Range: \$128,000 - \$160,000
Closing Date: May 31, 2017 – 3:00 p.m. CST

Application Process:

All applicants must submit the following application materials by MAIL only no later than **Wednesday, May 31st at 3:00 p.m. CST:**

1. Letter of interest indicating minimum salary requirement.
2. Current Resumé.
3. Unofficial School or College of Pharmacy transcript.
4. Three (3) professional references including contact telephone numbers.
5. Applicants not currently licensed as an Oklahoma pharmacist must submit an official Verification of Licensure or Letter of Good Standing from the State Board of Pharmacy where they currently practice.

MAIL TO:

Attn: Dorothy Gourley, Search Chair
Oklahoma Pharmacy Board Executive Search Committee
2920 N Lincoln Blvd, Suite A
Oklahoma City, OK 73105-4212

Job Description:

A current job description is attached to this announcement. This announcement and corresponding job description are also available at:

https://ok.gov/pharmacy/News___Events/Announcements/index.html

Application Questions Only:

Questions regarding the application process only may be directed to Mary Ann Terral at mterral@pharmacy.ok.gov. Please DO NOT SEND any materials via email. All required application materials must be mailed to the address above.

Job Code 4502

Posted 03/20/2017

A Constitutional Board Established in 1907

President Justin Wilson, D.Ph. <i>Norman</i>	Vice-President Kyle Whitehead, D.Ph. <i>Enid</i>	Member Greg Adams, D.Ph. <i>Clinton</i>	Member Jim Spoon, D.Ph. <i>Sand Springs</i>	Member Mark St. Cyr, D.Ph. <i>Jones</i>	Public Member Stephen Dudley <i>Edmond</i>
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OKLAHOMA STATE BOARD OF PHARMACY

EXECUTIVE DIRECTOR

JOB DESCRIPTION

[Job Code 4502]

DEFINITION:

The Executive Director is Chief Administrator Officer for agency. The Director will lead and manage the agency in accordance with the Board's mission and goals. The Director reports to and receives general direction from the Board. The Director advises the Board and recommends and directs policies, procedures and rules encompassing all agency functions. The Director is responsible for the enforcement of laws and rules related to the control, standards and practices of pharmacists, pharmacies, pharmaceutical manufacturers, wholesale distributors and others involved in selling or otherwise dispensing prescription drugs and other substances.

DUTIES AND RESPONSIBILITIES:

- Serve as Chief Administrative Officer for agency and Chief Executive Officer of the Board;
- Responsible for and participate in selection, development, promotion, discipline and evaluation of employees;
- Recommend and develop policies and procedures;
- Assist and advise the Board in developing and enacting rules and regulations related to the practice of pharmacy;
- Prepare and manage the Board budget; monitor revenues and authorize expenditures in the manner and for the purposes provided by law;
- Responsible for the deposit of funds with the State Treasurer;
- Responsible for monthly reports to the Board accounting as to the funds of the Board and all claims for disbursements;
- Oversee Board Compliance Officers and Pharmacy Inspectors in the coordination of Compliance Division activities; evaluate investigation reports and make recommendations;
- Direct legal counsel to initiate authority under 59 OS 353; approve, monitor and finalize legal counsel casework;
- Serve as official custodian of Board records;
- Direct the issuance, renewal and cancellation of licenses and permits under jurisdiction of the Board;
- Monitor the compliance of registrants sanctioned by the Board;
- Responsible for landlord duties and building oversight;
- Represent the Board on regulatory, legislative, and budget issues, at various hearings before the legislature or other government bodies and to constituents including, but not limited to, professional associations, educational institutions, pharmacists, consumers and government agencies;
- Participate in all Board meetings; plan agendas and develop materials for Board meetings; serve as a professional resource at disciplinary and/or Board hearings;
- Develop, coordinate and implement the Board's strategic plan;
- Monitor state and national trends and developments in health care, including pharmacy practice and the regulation of pharmacy, and make recommendations to the Board in order to carry out the Board's mission and goals;
- Represent the Board at local, state and national meetings;
- Maintain effective public relations and serve as Board spokesperson for inquiries concerning the Board, the practice of pharmacy and drug information;
- Establish and maintain ongoing relationships with state, federal and local governmental entities;
- Maintain Board compliance with NABP / Board agreements, and adhere to all state licensing requirements according to law;

Oklahoma State Board of Pharmacy, 2920 N Lincoln Blvd, Ste A, Oklahoma City, OK 73105

- Participates in National Association of Boards of Pharmacy activities at the national and district levels;
- Maintain current knowledge of practice of pharmacy;
- Educate pharmacists regarding changes in laws and rules pertaining to the practice of pharmacy;
- Compile and coordinate Board newsletters and notices;
- Perform other related work as required.

KNOWLEDGE AND SKILLS:

- Knowledge of the laws and rules pertaining to the practice of pharmacy;
- Knowledge of the laws and rules pertaining to the licensure of pharmacists, pharmacies, interns, technicians, manufacturers, re-packagers, wholesale distributors, third party logistic providers, outsourcing facilities, medical gas suppliers and medical gas distributors;
- Knowledge of the laws and rules pertaining to medicine, nursing, dentistry, optometry and veterinary medicine since these practitioners prescribe drugs to be dispensed by pharmacists;
- Knowledge of the laws and rules pertaining to dangerous drugs and controlled dangerous substances;
- Knowledge of patient care and the ability to determine what is appropriate;
- Knowledge of various drug distribution systems utilized in the practice of pharmacy to meet the healthcare needs of patients;
- Knowledge of the laws and rules pertaining to investigation records, reports and other documents;
- Knowledge of management and personnel practices; of accounting and business records; of budget preparation and fiscal management; and of report writing techniques;
- Knowledge of governmental procedures for implementing public policy;
- Ability to organize and communicate issues in a clear and concise manner;
- Ability to lead, organize and manage people and resources and establish effective working relationships;
- Ability to travel extensively in the performance of assigned duties;
- Ability to demonstrate regular and predictable attendance;
- Ability to manage building and tenants as owner/landlord.
- Proficient computer skills including knowledge of software applications;
- Excellent verbal and written communication skills;

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Pharmacy or a Pharm.D. degree obtained from a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE) and approved by the Board;
- Minimum ten (10) years experience as a practicing pharmacist;
- Minimum two (2) years experience in the management of professional and/or clerical personnel.
- Licensed Oklahoma pharmacist or must be eligible for licensure in Oklahoma. If eligible, must become licensed as an Oklahoma pharmacist within six (6) months of hire;
- Must pass a criminal background search and may be required to pass a drug screen.