



Milagros Severin-Ruiz, President
Denise Everett, Vice President
Rory Reid, Secretary/Treasurer
Jeffrey Clark, Member
Kobie West, Member
Erin Warrell, Member
Vacant, Member

**STATE OF NEVADA
BOARD OF EXAMINERS
FOR
ALCOHOL, DRUG AND GAMBLING COUNSELORS
RECRUITMENT**

Executive Director

Full-time, Unclassified Position

Posted: January 22, 2026

The Nevada State Board of Examiners for Alcohol and Drug Licensing Board ("Board") is seeking qualified applicants for the Executive Director position. Under the Board's general direction, the Executive Director administers the day-to-day operations of the Board office. The Executive Director provides executive leadership to ensure the Board's regulatory responsibilities are carried out in a lawful, timely, consistent, and publicly accountable manner.

Recruitment Open To

- This is a competitive recruitment, open to all qualified applicants.
- The Board appoints the Executive Director who serves at the pleasure of the Board.

Assigned Responsibilities Board Administration and Governance

- Oversee the management of the Board office consistent with Board policy and directives.
- Schedule, coordinate, and attend Board and committee meetings; ensure appropriate preparation and follow-through on Board actions.
- Provide necessary information to the Board and committees; report progress/needs and recommend actions concerning operations.
- Work with the Chair and legal counsel to ensure agendas and materials are prepared and distributed promptly.

Regulatory Operations Oversight

- Ensure the Board's licensure, renewal, compliance, and continuing education requirements are administered consistently with applicable statutes, regulations, and Board policy.
- Oversee the credential review process and ensure applications and renewals are evaluated for compliance and presented for Board action when required.
- Maintain systems and guidance that support audit readiness, accurate records, and defensible decision-making.

Financial and Operational Management

- Assist in preparation of the biennial budget and administer the budget as approved by the Board; recommend budget adjustments as needed.



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- Prepare operational analyses and reports for Board review and public accountability purposes.
- Research and recommend purchases of major equipment items and operational improvements.
- Assist with year-end closing of books and audit coordination, as applicable to the Board's structure.

People Leadership

- Recruit, screen, hire, discipline staff; assign, train, supervise, and evaluate staff and/or oversee contractors and vendors, as applicable.

External Relations and Interagency Coordination

- Serve as liaison to state agencies, stakeholders, licensees, applicants, and the public; coordinate Board activities with other boards and agencies as necessary.
- Provide public information as directed and support transparent, professional communications consistent with Board policy.
- Serve as the Board's intermediary with the media, as directed by the Board.

Records, Hearings, and Confidentiality

- Maintain records and confidential files; coordinate administrative hearing logistics and maintain appropriate documentation.
- Serve as the custodian of records, or oversee the function, consistent with governing requirements and Board policy.

Policy and Regulatory Development

- Research and recommend revisions to statutes or regulations and support the drafting/revision process in coordination with assigned legal counsel.

Other

- Perform other duties as deemed necessary and appropriate or required by statute or regulation.

To Qualify

- Master's degree in a related field or equivalent work experience.
- Holds current certificate or licensure as an Alcohol and Drug Counselor, Clinical Alcohol and Drug Counselor, and/or Problem Gambling Counselor.
- Experience in professional licensing, credentialing, regulatory administration, compliance, or related public-facing governance operations.

