



OKLAHOMA STATE BOARD OF PHARMACY

4545 Lincoln Blvd, Suite 112 • Oklahoma City, OK 73105-3413
Telephone (405) 521-3815 • Fax (405) 521-3758
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An Equal Opportunity Employer

CAREER OPPORTUNITY

Job Title: Executive Director, Oklahoma State Board of Pharmacy
Location: Oklahoma City, Oklahoma
Starting Salary: \$90,000+
Closing Date: Resumé screening will begin June 2008.

(Applications will be accepted until the position is filled)

Application Process:

Submit the following application materials:

1. Letter of interest indicating minimum salary requirement.
2. Resumé.
3. List of all pharmacist licenses currently held, including state and license number.
4. Three (3) professional references along with contact telephone numbers.

Send to: Oklahoma Pharmacy Board Executive Search Committee
4545 N. Lincoln Boulevard, Suite 112
Oklahoma City, OK 73105-3488
Fax (405) 521-3758
e-mail: mterral@pharmacy.ok.gov

Minimum Qualifications:

- Bachelor of Science in Pharmacy or a Pharm.D. obtained from a school or college of pharmacy accredited by the Accreditation Council for Pharmacy Education (ACPE) and approved by the Board;
- Minimum five (5) years experience as a practicing pharmacist;
- 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.

Essential Functions and Responsibilities:

To perform this job successfully an individual must be able to perform each essential function of the job with reasonable accommodations.

- Assist and advise the Board in developing regulations related to the practice of pharmacy; answer technical questions by serving as a professional resource;
- Prepare and manage the budget for Board approval; authorize expenditures; responsible for deposit and expenditure accountabilities;
- Work with inspectors in the coordination of inspector 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;
- Responsible for the issuance and renewal of licenses and permits under jurisdiction of the Board;
- Represent the Board on regulatory issues, legislative matters, budget matters, etc., at various hearings before the legislature or other government bodies, professional associations, educational institutions and consumers;
- Serve as a resource at disciplinary hearings and/or Board hearings; plan agendas and develop materials for Board meetings;

- Help develop, coordinate and implement the Board's strategic plan; monitor and plan for trends and developments;
- Represent Board at local, state, and national meetings and serve as media spokesperson regarding issues concerning the Board and the practice of pharmacy;
- Maintain current knowledge of practice of pharmacy;
- Maintain compliance with NABP / Board agreements, and adhere to all state licensing requirements according to law;
- Coordinate information for the quarterly newsletter;
- Perform other related work as assigned.

Job Knowledge, Skills and Abilities:

- Knowledge of state requirements and other Board related laws and rules for licensure and discipline of pharmacists, pharmacies, interns, technicians, manufacturers, packagers, wholesalers, medical gas suppliers and medical gas distributors;
- Ability and willingness to articulate and communicate the Board's position on legislative matters;
- Excellent verbal and written communication skills;
- Experience in the management of professional and clerical personnel;
- Must be a self-starter and motivator with proven leadership skills;
- The ability to interact and provide information concerning the professional practice of pharmacy;
- Working knowledge of various drug distribution systems utilized in the practice of pharmacy to meet the healthcare needs of patients;
- Ability to travel extensively in the performance of assigned duties;
- Ability to demonstrate regular and predictable attendance;
- Proficient computer skills including knowledge of appropriate software applications.

If you have any questions regarding this position or the application process, contact Mary Ann Terral at (405) 522-3129.

Job Code 4502

Posted 04/16/2008