



Executive Assistant (Non-Merit)

The Kentucky Board of Nursing (KBN), in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Executive Assistant.

DUTIES AND RESPONSIBILITIES:

This position will be part of the executive team at KBN. This position is critical in driving strategic development initiatives, implementing performance improvement strategies, providing data and operational analysis and innovative policy review and management.

Responsibilities may include, but are not limited to:

- Coordinates and monitors strategic planning development and agency progress.
- Collects, reviews, and analyzes programmatic and agency data and proposes improvements.
- Reviews policies at least annually or more frequently as needed and ensures legal compliance of policies.
- Coordinates the KBN Annual Report and other reports as necessary.
- May have supervisory responsibilities per Agency needs.
- Evaluates and identifies areas of improvement in the execution of strategic initiatives and agency policies and practices.
- Coordinates and oversees special projects.
- Ensures continuity of agency information provided to the public.
- Participates in committees and meetings.
- Performs other duties as assigned.

PREFERRED SKILLS:

High level of organization, excellent computer skills and strong oral and written communication skills are required. Experience in business analytics, strategic planning, and organizational management is highly preferred.

Pay Grade: Ungraded

Gross Monthly Salary Range: \$3,916.66-\$4,750.00

Position #: 31106630

Employment Type: EXECUTIVE BRANCH | NON-MERIT, NON-CHAPTER | FULL-TIME | FLSA EXEMPT | 37.5 HR/WK

Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

*Telecommuting options may be available with approval from the Appointing Authority.

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: Jennifer.Hart@ky.gov

This position will remain open until filled.

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