

Kentucky Board of Pharmacy
Executive Director Job Description

Administrative Duties:

- Approve time
- Approve continuing education approval requests
- 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.
- Responsible for preparing biennial budget
- Responsible for and participates in selection, development, promotion, discipline, and evaluation decisions of agency employees.

Board Representative Duties:

- KYPRN Committee member per statute
- Serve as liaison on Board committees
- Serve as Agency Head as directed by Board President
- Provides a leadership role in the regulation of the practice of pharmacy to carry out the Board's mission, goals, and objectives.
- Represents and communicates for the Board to a variety of constituencies, including legislative bodies and members, professional associations, educational institutions, pharmacists, consumers, and governmental agencies.
- Participates in the disciplinary process as directed in 201 KAR 2:061, including the review and assignment of grievances made to the Board.
- Monitors state and national trends and developments in health care, including pharmacy practice and the regulation of pharmacy. Informs the Board of the implications of these trends/developments and makes recommendations for the Board's consideration.
- Maintains effective working relationships with other state and federal agencies, professional organizations, the press, consumer groups, and educational institutions.
- Communicates the Board's priorities and needs with respect to funding and legislative changes.
- Responsible for formulating and recommending policies, regulations, financial plans and other appropriate projects for the Board's consideration and approval.
- Responsible for planning agendas and developing background materials for Board meetings; participates in all Board meetings.
- Appears before legislative committees to testify on behalf of pharmacy legislation and during the rulemaking process.

Knowledge, Skills, and Abilities:

- Extensive knowledge of health care systems and the practice of pharmacy, including legal and regulatory requirements.
- Demonstrated ability to lead, motivate and manage people and resources, including strategic and operational planning skills.
- Demonstrated ability to exercise sound professional judgment to solve complex problems.
- Problem-solving and reasoning skills.
- Demonstrated ability to formulate, recommend and implement policies and procedures and to plan and organize work to effectively meet competing priorities and responsibilities.
- Working knowledge of budget preparation and execution, and thorough understanding of financial management of a public or private organization.
- Knowledge of legislative and regulatory processes.
- Thorough knowledge of agency policy and procedures.
- Strong interpersonal skills and demonstrated ability to interact with a variety of constituents.
- Demonstrated ability in public speaking and written and oral communications.
- Ability to maintain effective working relationships with other employees.
- Ability to maintain confidentiality.

Requirements:

- Required to be a Kentucky licensed pharmacist pursuant to KRS 315.160 (2).
- Minimum of ten years' experience as a pharmacist with five years' as an active Kentucky licensed pharmacist.