

State of New Mexico  
**Board of Veterinary Medicine**

**MICHELLE LUJÁN GRISHAM**  
*Governor*



Rebecca J. Washburn, DVM  
*Chair*

Frances R. Sowers  
*Executive Director and CFO*

## **VACANCY ANNOUNCEMENT**

**JOB TITLE:** Executive Director and CFO

**LOCATION:** Albuquerque, New Mexico

**STATUS:** Exempt (GOVEX)

**FULL TIME:** 40 Hours Weekly

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**Agency Mission:** To protect the public by promoting quality veterinary care through regulation of the practice of veterinary medicine in the state of New Mexico. To be a resource in providing assistance and disseminating current information affecting the public, applicants, licensees, and permittees.

**Position Purpose:** The management of the New Mexico Board of Veterinary Medicine (NMBVM) office. The Executive Director and CFO is answerable to the Board for conducting the day-to-day administrative and fiscal operations of the office. The Executive Director shall supervise staff and professional services contractors; supervise licensure; supervise financial processing; and monitor contractor work productivity in veterinary facility and animal shelter inspections and complaint investigations.

**Key Responsibilities and Authority:** The duties of the Executive Director include but are not limited to:

1. Provide responses to inquiries from the public and licensees concerning statutes, rules and regulations governing veterinary medicine in New Mexico.
2. Maintain effective relationships within the State of New Mexico system and with other regulatory agencies, government entities and professional associations.
3. Create the annual budget request and operating budget as required by State statute.
4. Monitor all fiscal matters related to the Board's operating budget.
5. Develop agenda for all meetings and prepare all pertinent information for Board.

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6. Prepare all meeting minutes as the official keeper of the record
7. Handle all post-meeting tasks.
8. Consult and work with Board's legal counsel on matters pertaining to the NMBVM.
9. Agency Human Resource Manager.
10. Negotiate all leases, contracts and agreements for office space and professional services; monitor and evaluate all contracts and agreements.
11. Provide necessary liaison and staff support to Board committees and task forces as required.
12. Supervise application process and grant awards from the Animal Care and Facility fund.

**Working Environment:** Office setting, Work schedule Monday thru Friday, 8:00 a.m. to 4:30 p.m., one-half hour lunch break.

Travel in-state and out-of-state may be required.

Extensive use of personal computer, laptop computer, and other general office equipment.

**Skill set:** Strong grasp of accounting principles.

Strong knowledge of databases; market share software.

Knowledge of State of New Mexico processes and procedures.

**Salary:**

The salary range for this position is \$38.47 minimum hourly to \$40.87 minimum hourly. Offered salary will be based on education and experience.

Interested applicants should submit résumés to: [director@nmbvm.org](mailto:director@nmbvm.org).