

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

SAO Title: Manager III (1602) Salary Group B24

Listing No.	<u>TBP16-006</u>	Opening Date: <u>December 18, 2015</u>
Functional Title:	Licensing Manager	Closing Date: <u>January 14, 2016</u>
Type:	Full-Time	Beginning Salary: \$5,000/month
Refer To:	Cathy Stella	

Military Occupational Specialty Codes: Army Command Sergeant, 35, 37, 59, 70; Navy: 612X, LDO; Coast Guard 990,01, 20 ; Marine 8991, 02, 05, 72 ; Air Force BU000, 9G100, 16GX, 41AX, 86M0, 86P0

JOB DESCRIPTION:

Serves as Manager for the Licensing Program. Work includes developing and coordinating program activities relating to initial licensure of pharmacists and pharmacies, initial registration of pharmacist-interns and pharmacy technicians, and ongoing renewal of licenses and registrations. Work involves establishing licensing program goals and objectives; developing policies, procedures and rules; developing schedules, priorities and standards for achieving program goals; evaluating program activities; and monitoring program budget. Plans, assigns, and supervises the work of others

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from an accredited four-year college or university is generally preferred. Experience in the management of a business function relevant to the agency programs is required. Education and experience may be substituted for one another. Should have previous experience in supervising the work of others.

Applicant must be eligible, as determined by the Texas Department of Public Safety, to access criminal history records. Must pass state and/or national fingerprint identification checks.

ENVIRONMENT/PHYSICAL CONDITIONS:

Normal office environment. Tobacco Free Work Place. Work involves sitting and operating a personal computer for long periods of time. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time. Work involves frequent verbal communications with others by telephone and in person. Work will involve travel to conferences and meetings.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

REMARKS

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to provide an official college transcript and submit a writing sample. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete will not be considered. Resume may supplement, not replace application. Job description & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512/305-8009.

This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.

An Equal Employment Opportunity Employer

TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Licensing Manager
DIVISION: Administrative Services & Licensing
SUPERVISOR: Director of Administrative Services & Licensing
STATE CLASSIFICATION TITLE: Manager III
STATE CLASSIFICATION NO: 1602
STATE PAY GROUP: B24
FSLA STATUS: Exempt

GENERAL POSITION DESCRIPTION:

Serves as Manager for the Licensing Program. Work includes developing and coordinating program activities relating to initial licensure of pharmacists and pharmacies, initial registration of pharmacist-interns and pharmacy technicians, and ongoing renewal of licenses and registrations. Work involves establishing licensing program goals and objectives; developing policies, procedures and rules; developing schedules, priorities and standards for achieving program goals; evaluating program activities; and monitoring program budget. Plans, assigns, and supervises the work of others.

REPORTING RELATIONSHIPS:

Works under the limited supervision of Division Director, with considerable latitude for using initiative and judgment within the limits of the agency's policies and procedures. Serves as team leader for ten team members.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists Director in accomplishing activities relating to Division's goals and objectives. Manages the activities of staff in the licensing division. Participates in program planning, development and implementation of all licensing programs.

Assists in the selection, development, promotion and discipline decisions regarding support staff. Prepares written employee performance data towards the evaluation of team members, with review and approval by Division Director.

Work with licensing program staff on day-to-day activities and special projects. Plans, assigns, and reviews work of team members. Responsible for work performed by team members.

Responds to written and verbal inquiries regarding licensing programs, interprets and disseminates information regarding applicable agency rules and regulations. Makes presentations to Texas Colleges of Pharmacy regarding initial licensure requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

Provides direct technical assistance, customer service support, and supervision to team members for all areas of licensing.

Develops licensing policies, procedures, rules and forms, and monitors compliance with policies and procedures.

Participates in ongoing reviews of the licensing computer database with the Director of Information Technology and others to identify problems, provide suggestions and recommend changes to improve the effectiveness of the system.

Manages licensing program records to include imaging and destruction of records.

Complies with all agency personnel policies, including regular attendance.

OTHER DUTIES AND RESPONSIBILITIES:

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and supervise the work of others.
- Ability to interpret and apply agency policies and guidelines.
- Ability to communicate clearly, both verbally and in writing.
- Interpersonal skills to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Thorough knowledge of agency licensing requirements.
- Skill at reviewing documents for accuracy.
- Possess problem solving and reasoning skills to resolve issues by interpreting and applying laws, rules and regulations.
- Working knowledge of data processing technology.
- Ability to work independently and manage time efficiently.
- Ability to manage multiple priorities concurrently.
- Memory skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Graduation from an accredited four-year college or university is generally preferred. Experience in the management of a business function relevant to the agency programs is required. Education and experience may be substituted for one another. Should have previous experience in supervising the work of others.

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LICENSE REQUIRED:

None required.

ENVIRONMENT/PHYSICAL CONDITIONS:

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