



BOARD OF PHARMACY
State of North Dakota

Jack Dalrymple, Governor

OFFICE OF THE EXECUTIVE DIRECTOR
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Executive Director

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Hettinger
Laurel Haroldson, R.Ph.
Jamestown
Bonnie J. Thom, R.Ph.
Granville
Gayle D. Ziegler, R.Ph.
Fargo

Diane M. Halvorson, RPhTech
Fargo
William J. Grosz, Sc.D., R.Ph.
Wahpeton, Treasurer

Job opening:

The North Dakota State Board of Pharmacy has a position open for an Assistant Executive Director.

Applicant must;

- Be a Pharmacist licensed in North Dakota or eligible for licensure in ND.,
- Have a minimum of 5 years experience in retail or hospital pharmacy.
- Have good written and oral communication skills.
- Have a good understanding of accrual accounting principles.
- Have a good understanding of computer capabilities and a working knowledge of Microsoft Word, Excel, Outlook and PowerPoint
- Have the ability to interact with physicians, mid level practitioners, technicians and other pharmacists, to realize common goals.

Please send your resume to:

Howard C. Anderson, Jr., R.Ph.

Executive Director

North Dakota Board of Pharmacy

1906 E. Broadway Ave.

P.O. Box 1354

Bismarck, ND 58502-1354

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Web site www.nodakpharmacy.com

Please include an acceptable salary range based on a Monthly cycle.

This Position will be open until filled. Posting date is May 5, 2011

Job Description

Supervise Prescription Drug Monitoring Program (PDMP)

Provide Coverage and assistance to the staff

Assist with maintaining ND Board of Pharmacy website

Oversee and perform accounting practices

Receive, process and track complaints

Maintain the National Practitioner Data Bank Reports

Perform Inspections: Pharmacies; Wholesalers

Direct follow-up to ensure corrective measures are taken.

Interact with other agencies and licensing boards

License wholesalers and out of state pharmacies

Cover for Executive Director in his absence

Interact with the North Dakota Board of Pharmacy