

LISA SCURRY

775-688-1268

ExecutiveDirector@nvbope.net

Coordinator with extensive experience in policy development, legal research, project management, office administration, strong communication, and problem-solving skills seeking similar role in an environment with a focus on continuous systems improvement.

EXPERIENCE

APRIL 2020 – PRESENT

EXECUTIVE DIRECTOR, NEVADA BOARD OF PSYCHOLOGICAL EXAMINERS

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

SEPTEMBER 2013 – APRIL 2020

POLICY COORDINATOR, WASHOE COUNTY SCHOOL DISTRICT

As Policy Coordinator, I am responsible for the management of hundreds of policies, regulations, procedures, manuals and forms that are the framework for the District's governance structure. I am responsible for maintaining a periodic review schedule for documents; conducting research into state and federal laws and regulations, as well as national best practices, as appropriate; creation of those documents when requested by the Superintendent or other staff; and maintaining the public record of those documents through maintenance of an online database (www.wcsdpolicy.net).

Additionally, since August 2016, I have managed 12-17 public bodies of the Board of Trustees. This includes posting meetings and otherwise ensuring compliance with Open Meeting Law (NRS 241), other applicable laws and regulations of the State of Nevada, and the policies of the Board of Trustees. Such management has included review of proposed agendas; posting meeting notices; set-up and recording of meetings; attendance at all meetings for the purpose of supporting the membership and staff liaison with respect to Open Meeting Law and parliamentary procedure; and maintenance of the public record for all meetings.

JANUARY 2009 – APRIL 2020

LEGISLATIVE PROJECT MANAGER, WASHOE COUNTY SCHOOL DISTRICT

During each Session of the Nevada Legislature, I provide support to Government Affairs Director by reviewing all proposed legislation, researching potential impact on the District, communicating with District staff to assess potential fiscal and operational impact, and develop project plan for communicating and implementing new legislation, particularly that impacting Board policy, regulations, and procedures and/or the governance structure of the District.

JUNE 2007 – SEPTEMBER 2013

PARALEGAL / EXECUTIVE ASSISTANT, WASHOE COUNTY SCHOOL DISTRICT

Serving as the lone paralegal in the District’s Office of the General Counsel, I supported 2 and later 3 attorneys in all areas of law impacting the District. I edited and filed court documents with the District/State and Federal Courts and performed legal research for opinions, complaints and other matters related to District business. In a dual role, I served as Office Manager performing such duties as scheduling, customer service, payroll, and purchasing. For three of those years, I also supported the Board of Trustees serving as the Recording Secretary/Clerk for meetings of the Board. That included creation of the meeting minutes.

EDUCATION

ENGLISH, UNIVERSITY OF NEVADA, RENO

PROJECT MANAGEMENT CERTIFICATION, UNIVERSITY OF NEVADA, RENO

PARALEGAL CERTIFICATION, PENN FOSTER COLLEGE

SKILLS

- Legal Research
- Project Management
- Management of Public Bodies, including Nevada Open Meeting Law
- Web Development including ADA compliance for government agencies
- Microsoft Suite of Applications: Word, Excel, PowerPoint, Visio, Outlook, Publisher
- Adobe Acrobat X Pro including creation of forms and ADA compliance