



Steve Sisolak  
Governor

STATE OF NEVADA

## DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

Phone (775) 688-1500 • Fax (775) 688-1495

TONY WASLEY  
Director

LIZ O'BRIEN  
Deputy Director

JACK ROBB  
Deputy Director

### Deputy Director – Administrative Services Full-Time Unclassified Position

Posted: 08/21/2020

#### Annual Salary: Up to \$120,977

*\*Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.*

<b>Recruitment Open To:</b>	Open to all qualified persons
<b>Position Location:</b>	Reno, Nevada (with moderate statewide travel)
<b>Recruitment Close Date:</b>	Until Position Has Been Filled
<b>Benefits:</b>	Paid medical, dental, and vision care; life and disability insurance; 11 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security but must contribute to Medicare.

The Deputy Director of Administrative Services reports directly to the Director of Wildlife. The position provides oversight and coordination of statewide programs and supervises the Fiscal Services Section consisting of 15 positions, Data and Technology Services (DATS) division with 33 positions, Engineering Section with 5 positions and Human Resources Section with 3 positions.

- Fiscal Responsibilities: Budgets Oversight; Federal Aid Grants/Fiscal Oversight; Governor's Budget Office Coordination; Board of Examiners and Interim Finance Committee Coordination; Fiscal Legislation – Federal and State; Work Programs – Fiscal; Audits – Federal and State; Funding Initiatives; Fiscal Policy; Fiscal Planning; Vehicle Inventory/Assessment; Strategic Planning; Contracts; Vehicle Equipment Inventory
- Data and Technology Services (DATS) Responsibilities: License Program Operations (Licensing, Sales, Tag Draw, Invoicing, License Agents); Kalkomey Enterprises Oversight; GIS Section Oversight; Information Technology Section Oversight
- Engineering Responsibilities: Facilities Operations and Maintenance Oversight; Engineering Oversight and Management; Lands Agent Coordination; Boat Ramp Project Management
- Human Resources Responsibilities: Human Resources Oversight (includes all aspects of Human Resources); Training; Work Performance Standards Development for staff; Work Performance Evaluations Oversight of staff; Policy and Procedures Development and Review; Employee Relations; Payroll; Recruitment.

#### Qualifications:

- Bachelor's degree from an accredited college or university in accounting, finance, economics, public administration, business management or closely related field and five years of increasingly responsible experience that included: managing comprehensive programs involving budget preparation, justification and control; strategic planning; participation in the Legislative process and the Executive budgeting processes; developing and implementing and/or assessing, monitoring, controlling and reviewing federal grants; and supervision of subordinate supervisors.
- OR, two years' experience comparable to a Division Administrator in Nevada State Service.
- OR, an equivalent combination of related education and experience; Advanced degree from an accredited college or university is preferred.

**Location:** This position is located in Northern Nevada at Headquarters in Reno, an area that offers an excellent quality of life and world-class recreation amenities. At an altitude of 4500 feet, there are four distinct seasons. Average temperatures range from winter lows in the 20s to summer highs in the 90s, characterized by low humidity. The sun shines more than 300 days per year, providing warm days, cool nights and blue skies. Reno is home to the University of Nevada Reno and Truckee Meadows Community College. In addition to a great location, the area offers a thriving arts scene, big-name entertainment, excellent air service, world class restaurants, affordable housing and access to the great outdoors – fishing, hunting and bating; golfing at several courses within the Tahoe/Reno/Carson City/Carson Valley areas; skiing in the Sierra Mountains and thousands of trails for hiking and biking.

**Note:** All interview related expenses are the responsibility of the applicant. No stipend is available for moving expenses for candidates not currently in Nevada State service.

**Submit Resume, Transcripts, and Letter of Interest to:**

Kristin Bowling, Personnel Officer  
Nevada Department of Wildlife - Human Resources  
6980 Sierra Center Parkway, Suite 120  
Reno, NV 89511  
Telephone: 775-688-1522  
E-Mail: [klbowling@ndow.org](mailto:klbowling@ndow.org)