



JOE LOMBARDO  
Governor

STATE OF NEVADA

## DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

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ALAN JENNE  
*Director*

JORDAN GOSHERT  
*Deputy Director*

CALEB MCADOO  
*Deputy Director*

MIKE SCOTT  
*Deputy Director*

### Division Administrator – Data & Technology Services

#### Full-Time Unclassified Position

Posted: May 22, 2024

#### Annual Salary: Up to \$111,773

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

**Recruitment Open To:** Open to all qualified persons  
**Position Location:** Reno, Nevada (with moderate statewide travel)  
**Recruitment Close Date:** Until Position Has Been Filled  
**Benefits:** Paid medical, dental, and vision care; life and disability insurance; 12 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 Division Administrator of Data and Technology Services Division directs a staff of 33 which includes Management Analyst, IT Professional, IT Technicians, GIS Analysts, Program Officers, Biologists, Wildlife Staff Specialists, and Administrative Assistants. The position requires strong operations oversight experience within information technology, call centers, Geographic Information Systems (GIS), and data analytics and processing. Knowledge of wildlife programs and licenses is highly preferred. This position will have the authority under the Department's Deputy Directors and Director to carry out the Division's mission and will plan, organize, direct, and control Division resources to achieve overall Departmental goals. The position is also responsible for oversight and direction of:

- Licensing, boat registration and title processing, and management of licensing and clerical staff at regional offices. Licensing consists of all hunting, fishing, special licenses and permits (SLAP) and boat licenses and includes processing, tracking, and issuing of licenses through the consumer Nevada Department of Wildlife (NDOW) website, regional locations, and statewide license agents (e.g., Walmart, Big 5 Sporting Goods, etc.).
- Implementation and enhancement to the Department's licensing data system which is an online license application program and administers the license draw activity, game tag applications and processing.
- Oversight of GIS which manages all spatial and tabular wildlife data, centralized database, and development of applications for mobile data collection and create standardized map products.
- Oversight of Information Technology support for the Department, which includes staff and programs located at 24 state-wide locations, including field offices, fish hatcheries and wildlife management areas.
- Attends and participates in leadership level meetings including but not limited to: Nevada Board of Wildlife Commissioners meetings and committee meetings, Western Association of Fish and Wildlife Agencies (WAFWA) and Association of Fish and Wildlife Agencies (AFWA).
- Prepares, controls and monitors the Division's budget in close coordination with the Director's Office.
- Plans, develops and manages divisional programs; establishes and evaluates priorities; coordinates activities between geographical regions, outside agencies and other Divisions in the Department.

#### Qualifications:

- Bachelors' Degree from an accredited college or university in wildlife management, business management, Information Systems, or related field and at least five years progressively responsible experience in the field of operations management and/or budgeting, including at least two year supervisory experience.
- OR, an equivalent combination of related education and experience; Advanced degree from an accredited college or university is preferred.

#### Submit Resume and Letter of Interest to:

Kristin Bowling, Personnel Officer  
Nevada Department of Wildlife - Human Resources  
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Telephone: 775-688-1522  
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