



**OFFICE OF THE
SECRETARY OF STATE**

Deputy Secretary of State for Operations

Unclassified Open Competitive

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Secretary of State.

Position:

Under general direction from the Secretary of State and the Chief Deputy Secretary of State, provide oversight for the internal administrative functions of the Office of the Secretary of State (SOS), including the agency's budget, personnel management, information technology services and facilities management.

Major Duties/responsibilities of the position include:

- Direct oversight of the SOS financial section including biennial budget preparation, preparation of fiscal notes for proposed legislation, ongoing budget tracking and management, year-end closing, work programs, purchasing, contract management, accounts payable and receivable, establishing and monitoring compliance with internal controls, revenue tracking and forecasting, and attendance/presentation at meetings of the Board of Examiners and the Interim Finance Committee as necessary;
- Oversight of the SOS information technology services section including providing general direction and assistance to the SOS Chief Information Technology Manager in prioritizing and monitoring SOS IT projects/change orders/help desk tickets and regular maintenance, establishing/performing regular review and updates of SOS IT policies and procedures, ensuring compliance with State of Nevada Enterprise Information Technology Services policies and procedures, ensuring SOS IT project deadlines are met, and forecasting IT resource needs;
- Direct the office's personnel section, including assisting the SOS Personnel Analyst II with day-to-day management of recruiting, training, payroll, disciplinary actions, management of grievances, terminations, position grouping maintenance, reclassifications, workplace safety policies and procedures, workers compensation, establishing/performing regular review and updates of SOS personnel policies, ensuring compliance with State of Nevada personnel laws, regulations, policies and procedures, and assisting with employee relations matters office-wide;

- Direct responsibility for facilities management for SOS facilities in Carson City and Las Vegas, including interaction with State of Nevada Public Works/Buildings and Grounds/Leasing Services and private property owners of leased facilities to ensure all SOS facilities are functional, safe and secure; and
- Mentoring and supervision of the Operations Administrative Assistant positions (currently 2 FTE), including responsibility for staffing and management of the SOS Capitol Reception desk, managing office-wide equipment and supply needs, and travel coordination.
- Serving as a contributing member of the SOS Executive team, including participation in strategic planning efforts for the office as a whole, assisting in developing and advocating for legislative measures to advance the policy and operational needs of the office as a whole, and acting in the stead of the Secretary at various boards and commissions as necessary and appropriate.

Education and Experience to Qualify:

- A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field OR an equivalent combination of education and experience including directly related experience in performing professional management and/or administrative duties in a government setting;
- Experience with information technology projects including a basic understanding of IT project management and/or the different phases of designing, developing, and launching an IT project;
- Experience with standard governmental budgeting and accounting principles and processes;
- Experience with legislative and regulatory processes;
- Experience with governmental personnel administration; and
- Experience with strategic planning, critical thinking and decision-making at the senior administrative or executive level.

Knowledge, Skills and Abilities:

- Working knowledge of governmental financial administering including budgeting process, governmental purchasing/contracting processes and budget forecasting;

- Information Technology project management skills and an understanding of an IT life cycle;
- Ability to interpret and correctly apply laws, regulations, policies and procedures;
- Aptitude for comprehensive analytical research and presentation of findings;
- Strong communication skills, both verbal and written, including public speaking, presentation and correspondence to an executive-level audience; and
- Ability to collaborate with others in order to provide effective solutions to operational challenges.

This position requires travel up to 25% of the time, primarily to the Las Vegas SOS office and serves in a permanent on-call capacity.

Approximate Annual Salary:

Up to \$103,884.00 on Employee/Employer retirement plan, plus benefits. **Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

Benefits:

The state benefits package includes a retirement system; paid health, vision, dental, life, and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

Position Location: Carson City, Nevada

Letters of interest and Resumes will be accepted until the position is filled.

(Please note that all letters of interest and resumes will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process.) In your letter of interest, please indicate how you heard about the position. If it was through a website, please indicate which website.

Submit Letters of Interest/Resumes/Direct inquiries to:

Email to: wgetz@sos.nv.gov
 Or hard copies can be mailed to:
 Office of the Secretary of State
 Attn: Human Resources
 101 North Carson Street, Suite 3
 Carson City, NV 89701
 (775) 684-5716

In the subject line, please reference: **Deputy Secretary for Operations**

The State of Nevada is an Equal Opportunity Employer.