

STATE OF NEVADA

BRIAN SANDOVAL  
*Governor*

RICHARD WHITLEY, MS  
*Director, DHHS*



AMY ROUKIE, BS/MBA  
*Administrator, DPBH*

JOHN DIMURO, D.O., MBA  
*Chief Medical Officer*

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**  
4150 Technology Way, Suite 300  
Carson City, Nevada 89706  
Telephone: (775) 684-4200 · Fax: (775) 687-7570

**DEPUTY DIVISION ADMINISTRATOR**  
**CLINICAL SERVICES**  
**Division of Public and Behavioral Health**  
**Salary to \$114,032 (employee/employer-paid retirement schedule)**

Under the general direction of the Division Administrator, the incumbent provides leadership and oversight over the behavioral health services in the Division including Northern Nevada Adult Mental Health Services, Southern Adult Mental Health Services, Lake's Crossing Center, rural clinical services and community health nursing. The successful applicant will demonstrate the ability to ensure compliance with Federal and State laws, regulations and policies; monitor Division operations through review of reports and on-site visits; monitor the implementation of corrective action plans and lead the development of policy and implementation of program initiatives. This position requires testimony before committees, boards and the legislature. Participation in the development and monitoring of operating budgets is required. The position supervises and provides guidance to agency managers regarding operational and human resource issues. The Deputy represents the Division's interests to a variety of public and private agencies, advisory boards, committees and stakeholders. Experience with behavioral health services is required.

The Division has a biennial budget of approximately \$718 million and employs 1,713 staff. Mental health services are provided in two large urban centers as well as the State's 15 rural counties. Programs operated include two Joint Commission accredited psychiatric hospitals, outpatient counseling, medication clinics, mental health court programs and a facility for offenders with mental disorders.

This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

**QUALIFICATIONS:** A Bachelor's degree or Master's degree with major course work in public health, health services administration, psychology, social work, business administration, public administration, or a related field and a minimum of four years of managerial experience which included experience in planning, administering and evaluating a comprehensive human services program collaborating with governmental and private entities and stakeholders; representing agency interests before a variety of entities; supervision and training of supervisory and professional staff; developing and administering a complex budget; interpreting Federal and State laws and regulations; OR an equivalent combination of education and experience.

**LOCATION:** The position will be located in Carson City.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

**TO APPLY:**

Submit resume to: Michelle Bennett, Personnel Analyst  
Division of Public and Behavioral Health, Human Resources  
4150 Technology Way, Suite 300  
Carson City, NV 89706  
Telephone: 775-687-7511  
e-mail: mbennet@health.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history and professional references. Please complete attached supplemental questionnaire. A criminal history background check is required as a condition of employment.

The deadline to submit applications is August 31, 2017 .

**SUPPLEMENTAL QUESTIONNAIRE**

**DEPUTY ADMINISTRATOR, CLINICAL SERVICES**  
**Division of Public and Behavioral Health**

YOUR NAME: \_\_\_\_\_

YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED TO MANAGERIAL EXPERIENCE WITH STRATEGIC PLANNING, PROJECTS AND PROGRAMS, BUDGETS, LEGISLATION, POLICY DEVELOPMENT, AND RESOURCES:

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YOUR JOB TITLE: \_\_\_\_\_

THE TITLE OF THE PERSON YOU REPORT TO: \_\_\_\_\_

APPROX. POPULATION OF THE AREA SERVED BY THE ORGANIZATION: \_\_\_\_\_

APPROX. NUMBER OF INDIVIDUALS SERVED BY THE ORGANIZATION: \_\_\_\_\_

YOUR ANNUAL BASE SALARY: \_\_\_\_\_

TOTAL NUMBER OF STAFF IN THE ORGANIZATION: \_\_\_\_\_

TOTAL NUMBER OF STAFF THAT REPORT DIRECTLY TO YOU: \_\_\_\_\_

INDIRECTLY TO YOU: \_\_\_\_\_

JOB TITLES OF STAFF THAT REPORT TO YOU:

DOLLAR AMOUNT OF ORGANIZATIONAL BUDGET FOR WHICH YOU ARE RESPONSIBLE, IF ANY: \$ \_\_\_\_\_

FUNDING SOURCES FOR THE BUDGET: \_\_\_\_\_

FUNCTIONAL AREAS OF THE ORGANIZATION FOR WHICH YOU ARE RESPONSIBLE TO ADMINISTER:

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WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF PUBLIC AND BEHAVIORAL HEALTH'S CLINICAL SERVICES BRANCH?

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