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DEPARTMENT OF AGRICULTURE

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UNCLASSIFIED JOB ANNOUNCEMENT Posted October 18, 2017 Division Administrator, Consumer Equitability

RECRUITMENT OPEN TO: This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the director of the Nevada Department of Agriculture (NDA).

MISSION STATEMENT: The NDA promotes a business climate that is fair, economically viable and encourages environmental stewardship that serves to protect food, fiber and human health and safety through effective service and education.

THE POSITION: The position serves under the direction of the deputy director and is responsible for the management of the Consumer Equitability Division operations, which includes overseeing the statewide inspection program, mandated under NRS 581 and 582, of all fuel dispensers, weighing devices and cattle scales, and licensure of all Public Weigh Masters located in Nevada.

The NDA has five operating divisions, employing both full time and intermittent staff located statewide. The main office is located in Sparks, Nevada, with branch locations in Elko and Las Vegas. The Consumer Equitability Division has laboratories in Sparks, Las Vegas and an office in Elko. Metrology testing is conducted in both the Sparks and Las Vegas locations. This position is responsible for management of the division budget, maintaining accurate accounting of samples collected and scales tested, and accounts maintenance on all fees collected and delinquent accounts. The incumbent in this position will be involved in public meetings, board meetings, and development of goals and objectives for division programs and the department, and establishing strategic plans to accomplish such goals and objectives.

The successful candidate for this position must be an innovative leader with proven management skills, accountability, measures and controls, and have proven experience in the development of effective partnerships and working relationships with industry, local, state and federal government representatives.

POSITION LOCATION: Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada, is home to the University of Nevada, Truckee Meadows Community College, and offers a thriving arts scene, big-name entertainment, and a wide variety of recreational activities. Lake Tahoe, Virginia City, and the state capital, Carson City, are all located within a half hour drive. The climate is seasonal; summers are dry and warm with cool evenings; winters are normally cold with a moderate amount of snow and rain. Low taxes and no state income tax add to the desirability of this area.

APPROXIMATE ANNUAL SALARY: Up to \$103,884 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 paid holidays, sick leave and annual leave; health, vision, dental, life and disability coverage; and an excellent state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health and dental

benefits provided to all state employees is available at www.pebp.state.nv.us. Other optional benefits are also available, including a deferred compensation program.

TO QUALIFY: Preference will be given to applicants with a bachelor's degree from an accredited college or university and at least five years' experience in regulatory work, public administration, accounting or business administration. Successful applicants will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy and social skills;
- Knowledge and application of current management trends and principles;
- Ability to direct multiple programs involving multi-disciplinary staff;
- Effective communication of ideas and principles through public speaking and concise written documents;
- Application of a code of ethics in the business environment;
- Ability to form and maintain positive working relationships with employees, industry, local government, state and federal organizations;
- Knowledge of agriculture and petroleum related industries and their economic importance;
- Application of fiscal policy; and
- Knowledge of legislative processes.

LICENSE: Requires a valid Nevada Driver's License.

ADDITIONAL REQUIREMENTS: Please respond to the following questions and limit your response to one page per question. Responses should include timeframes; reference to specific regulation or statute, when applicable; and level of responsibility in each position as it relates to experience in the question.

1. Describe your related experience and strengths relative to resource management, both human and equipment.
2. Describe your experience in industry regulations.
3. Describe your experience in public administration.
4. Describe your experience in accounting and fiscal management.
5. Describe your experience in business administration.
6. Describe your supervisory experience, including number and occupations of employees.

This position requires occasional travel, up to 25 percent.

SELECTION PROCESS: Applicant submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited to Sparks for an interview at their own expense. Final selection will be made by the director.

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED: All submissions shall include a cover letter, resume, responses to the above questions, and the name, address, email address, and telephone number for five references. In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please indicate which website. All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Deputy Director Jerri Conrad
jwilliams-conrad@agri.nv.gov

In subject line please reference: Consumer Equitability division administrator

The State of Nevada is an Equal Opportunity Employer.