



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

UNCLASSIFIED JOB ANNOUNCEMENT
Posted – April 13, 2018

Division Administrator - Industrial Relations

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed, and serves at the pleasure of the Director, Department of Business and Industry.

THE POSITION:

The Division of Industrial Relations (DIR) an agency of the Department of Business and Industry, is seeking qualified candidates for the position of Agency Administrator. This Division promotes the health and safety of Nevada employees and ensures injured employees receive all benefits to which they are entitled and is comprised of five units: Workers' Compensation, Nevada Occupational Safety and Health Administration (OSHA), Mine Safety and Training Section (MSATS), Safety Consultation and Training Section (SCATS) and the Mechanical Section.

The Agency Administrator oversees and directs each of the five unique units, each with a different mission, statutory construct, and culture. This position requires the ability to provide leadership, judgment and insight to these five units to and through each unit's respective Chief Administrative Office. The ability to learn and understand different disciplines, to deal with multiple and often unrelated issues on a daily basis, to effectively delegate responsibility and to monitor such delegation, and to bring together different management styles are necessary qualities for the success of the Agency and Administrator. The Administrator reports to, and works with, the Director of the Department of Business and Industry.

The Division maintains offices in Carson City, Reno, and Las Vegas, with additional offices for the Mine Safety and Training Section (MSATS) in Elko, and Winnemucca.

TO QUALIFY:

Preference will be given to applicants with a Bachelor's degree from an accredited college or university and/or at least (5) years experience in regulatory work, public administration, business administration or an equivalent combination of education and experience on a year for year basis.

Successful applicants will demonstrate the following:

- Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles; and of the principles and practices of public administration, management and personnel.

- Ability to identify, analyze, resolve issues and problems and ensure implementation of administrative directives, guidelines and policies.
- Ability to direct multiple programs involving multi-disciplinary staff.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Knowledge of legislative processes including providing testimony to State and Federal legislatures on legislation.
- Ability to represent the Director of Business and Industry as directed and serve as principal advisor to the Director on Divisional related duties as assigned.
- Experience working with various public and private stakeholders and soliciting their input before implementing Agency regulations and laws.

A pre-employment criminal history check and fingerprinting, and a background investigation are required. Persons offered employment in this position will be required to pay for these items.

POSITION LOCATION: Las Vegas, NV

APPROXIMATE ANNUAL SALARY:

Up to \$114,032 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.

TO APPLY:

Please submit a detailed resume that includes a description of your experience with the following:

- Fiscal Analysis and Budget Development
- Program Development and Oversight
- Legislative and Regulatory Experience
- Written and Oral Communication Skills, including report preparation and oral presentation

Submit resume, cover letter and three professional references to:

Tawny Polito, Executive Assistant to the Director

Department of Business and Industry

1830 E College Parkway, Suite 100

Carson City, NV 89706

tawnypolito@business.nv.gov

Direct: 775-684-2920

In subject line please reference: **Administrator, Division of Industrial Relations**

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website. Application materials will be accepted until recruitment needs are satisfied.

(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.)

The State of Nevada is an Equal Opportunity Employer.