

BRIAN SANDOVAL
Governor

STATE OF NEVADA



C.J. MANTHE
Director

STEPHEN AICHROTH
Administrator

Department of Business & Industry
NEVADA HOUSING DIVISION

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – November 7, 2017

**DEPUTY ADMINISTRATOR, HOUSING INSPECTION AND COMPLIANCE
NEVADA HOUSING DIVISION**

The Nevada Housing Division is seeking qualified applicants for the position of Deputy Administrator, Housing Inspection and Compliance. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT: This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Housing Division Administrator.

POSITION RESPONSIBILITIES: Under the general direction of the Administrator of the Housing Division, the Deputy Administrator will be responsible for the overall operations of the Division's compliance functions. The Deputy Administrator will supervise the investigative and inspection activities of both the Carson City and Las Vegas offices, and assist in the administration of housing programs for low and moderate-income families and other housing programs within the Division. This position will ensure compliance with policies and procedures of the Housing Division, Department of Business & Industry, and the State of Nevada.

The Deputy Administrator will be required to represent the Administrator on committees and at other public functions on an as-needed basis and speak to professional bodies as required. This position will also be responsible for supervising and/or assisting the Administrator and Housing Division staff in managing the housing programs administered and developed by the Housing Division.

QUALIFICATIONS/REQUIREMENTS: A Bachelor's degree in business administration, public administration, or related field with at least five years of management responsibility, preferably in a public-sector environment or an equivalent combination of experience and/or education. The ideal candidate will have a proven ability to read, analyze and interpret statutes and regulations, as well as sufficient computer and writing skills. A thorough knowledge of housing programs, manufactured housing, and real estate financing is also preferred.

ANNUAL SALARY: Budgeted up to \$86,569.00, plus benefits. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

LOCATION/TRAVEL: The position will be staffed in Las Vegas or Carson City, Nevada with periodic in-state travel required.

■ 1830 E. College Pkwy #200, Carson City, Nevada 89706 (775) 687-2240 Fax: (775) 687-4040

□ 3300 W. Sahara Ave., Ste. 300, Las Vegas, Nevada 89102 (702) 486-7220 Fax: (775) 486-7227

RESUMES 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.)

TO APPLY:

Submit a resume and cover letter expressing your interest and background, as well as three professional references to:

Perry Faigin
Chief of Administration
Nevada Housing Division
1830 E. College Parkway Suite #200
Carson City, NV 89706

Or via email to: pfaigin@Housing.nv.gov

In the subject line, please reference: Deputy Administrator, Housing Inspection and Compliance
In your email, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.