



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
4126 Technology Way, Suite 100
Carson City, Nevada 89706
Telephone (775) 684-4000 • Fax (775) 684-4010
<http://dhhs.nv.gov>

**ADMINISTRATOR
AGING AND DISABILITY SERVICES DIVISION
Carson City, Nevada**

Salary to \$120,564 (employee-employer-paid retirement plan effective 7/1/16)

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Aging and Disability Services Division. The incumbent in this position reports to the Director, DHHS and will provide leadership, direction, and executive oversight in the areas of programs and services for seniors and persons with disabilities. Responsibilities include administration and oversight of: Children's Services including Nevada Early Intervention Services which provides services to infants and toddlers with disabilities, and the Autism Treatment Assistance Program; Developmental Services which provides services across the lifespan for individuals with intellectual disabilities and related conditions; Aging services which includes a variety of programs that provide home and community based services to seniors, Elder Protective Services, and the Long Term Care Ombudsman program; and Physical Disabilities programs which provide home and community based services for individuals with physical disabilities. The Division also manages several federal grants that are used to support community based services and operates three Home and Community Based Waivers. The agency has a biennial budget of approximately \$564 million and employs 964 staff. This is an unclassified position and serves at the pleasure of the Director, DHHS. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in social work, human development and family studies, business administration, public administration or other related field and not less than 3 years of executive or managerial experience which included planning and administering health and human service programs; knowledge of the various aspects of aging and the issues and laws related to aging, elder care, children and persons with disabilities; knowledge of Medicaid-waiver programs and of Medicare; professional experience providing services or overseeing the provision of health and human services; program planning, development and evaluation; public administration to include policy development, human resource management and administration of a complex budget; administration of federal grants; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental and private entities and families to develop and implement programs and services; management of supervisory staff; OR an equivalent combination of education and experience.

LOCATION: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, fishing and hunting.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

TO APPLY:

Submit résumé to: Deborah A. Harris, M.A.
Deputy Director, Administrative Services
Nevada Department of Health & Human Services
4126 Technology Way, Suite 100
Carson City, NV 89706
dharris@dhhs.nv.gov

Résumé must include a detailed description of employment history to include: name and address of current and former employers, scope of responsibilities, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.

ANNOUNCEMENT CLOSES: When recruitment needs are satisfied.

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.