

# *State of Nevada Unclassified Job Announcement*

Posted on August 30, 2013

## **COMMISSION ON MINERAL RESOURCES**

### **DIVISION OF MINERALS**

#### **ADMINISTRATOR**

**Recruiting For:** A full-time, unclassified position located in Carson City, Nevada

Unclassified positions with the State of Nevada serve at the pleasure of the appointing authority, which in this case is the Commission on Mineral Resources.

**Position Open To:** All qualified applicants

**Resumes Accepted Until:** Close of business on September 20, 2013

Hiring will occur after September 20, 2013. A resume with appropriate information including three professional references is the minimum application.

**Annual Salary:** Up to \$104,957 per year

Salary reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.

#### **The Nevada Division of Minerals**

The Nevada Division of Minerals, a part of the Commission on Mineral Resources, is responsible for administering programs and activities to promote, advance, and protect mining and the development and production of petroleum and geothermal resources in Nevada. The Division's mission is to conduct activities to further the responsible development and production of the State's mineral resources to benefit and promote the welfare of the people of Nevada. The seven-member Commission on Mineral Resources is a public body appointed by the Governor and directs mineral-related policy for the Division and advises the Governor and Legislature on matters relating to mineral resources. The Division focuses its efforts on three main areas: Industry relations and public affairs; abandoned mine lands; and regulation of oil, gas, and geothermal drilling activities and well operations. Further information concerning the Division is available on their website at <http://minerals.state.nv.us>.

## **The Position**

The Administrator's responsibilities are as follows:

1. Serve as secretary of the Commission on Mineral Resources and act as the Commission's liaison to the Governor, Legislature, the minerals industry, and the public.
2. Be the chief administrative officer of the Division with responsibility for the programs of the Division including:
  - a. Industry Relations, Public Affairs and Administration
  - b. Abandoned Mine Lands
  - c. Oil, Gas and Geothermal Regulation
  - d. Promotion of Nevada's mineral industries.
3. Provide weekly reports to the Commission on Mineral Resources and monthly reports to individuals and organizations designated by the Commission.
4. Schedule and coordinate the quarterly meetings of the Commission on Mineral Resources.
5. Provide a biennial report to the Governor and the Legislature, through the Commission, concerning the work of the Division. The report must set forth the facts relating to the exploration and production of minerals, oil and gas, and geothermal resources in the state.
6. Prepare the biennial budget for the Division and the State Reclamation Bond Pool.
7. Provide signature authority for all legal documents, permits, etc. executed by the Division and the State Reclamation Bond Pool.
8. Provide fiscal management for the financial activities of the Division.
9. Provide human resource management for the employee relations of the Division.
10. Provide testimony to the State and Federal legislatures on legislation concerning the Nevada mineral industry.
11. Provide personal liaison between the Commission and Division, and the Nevada Mining Association and other representatives of the Nevada mineral industry.
12. Represent the Commission and the Division at official functions and receptions.
13. Serve as the Governor's official representative to the Interstate Oil and Gas Compact Commission and the Interstate Mining Compact Commission, if so designated.
14. Serve as a member of the State Environmental Commission.
15. Serve as a member of the Nevada Bureau of Mines and Geology Advisory Board and as a member of the UNR Mackay School of Mines Advisory Board, if invited to do so.
16. In-state and out-of-state travel will be required.

## **Qualifications**

The position requires a minimum of a four-year degree from an accredited college or university in either the earth sciences (geology, mining engineering, or related fields) or a degree and experience relevant to the responsibilities of the position. Familiarity with standard office word processing, spreadsheet, and database programs is necessary. Work experience in the mining industry or in the supervision of personnel will be considered to be advantageous. Further preference will be given to candidates with experience in underground mining practices, knowledge of mining claim procedures, Access database, GIS experience, classroom presentation skills, and active membership in a professional mining or geology organization.

## **Selection Process**

Submitted resumes will be reviewed to determine applicants with the most appropriate qualifications. Successful candidates will be invited for an interview. The final selection will be made by the Commission on Mineral Resources. Please be aware that the submittal of a resume may result in public disclosure pursuant to the Nevada Open Meeting Law.

## **Location**

Carson City is the capitol city of Nevada and is located in the foothills of the Sierra Nevada Mountains. Reno, Lake Tahoe and historic Virginia City are located nearby. Opportunities for outdoor recreation are excellent. The gaming industry provides large-city entertainment and restaurants, but the overall population (approximately 400,000 in the Reno-Carson City region) and excellent infrastructure make for commutes and a general ambiance more typical of a small town. Festivals (Artown in July, Hot August Nights, Balloon Races, and Airplane Races) are some of the many local highlights. The San Francisco Bay area, Napa Valley, the Pacific coast, Los Angeles, Salt Lake City, and Las Vegas are within about an hour's plane ride or easy drives.

## **Benefits**

Medical, dental, and vision insurance programs are available for employee, employee and spouse, or employee and family (for further information see the PEBP website at <http://pebp.state.nv.us/>); paid vacation and sick leave; 11 paid holidays per year; retirement plan (for further information see the PERS website at <http://www.nvpers.org/>), life and disability insurance program, and tax sheltered deferred compensation programs are also available. State employees do not contribute to Social Security. Long-term employees enjoy additional benefits.

## **Equal Employment Opportunity/Affirmative Action**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, political affiliation or disability, as outlined in the State Affirmative Action Plan.

*Submit Resume to:*

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Carson City, NV 89703  
vkneefel@govmail.state.nv.us**

*For more information:*

**775/684-7040  
<http://minerals.state.nv.us>**