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DEPARTMENT OF AGRICULTURE

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted July 7, 2014

ADMINISTRATOR, DIVISION OF CONSUMER EQUITABILITY NEVADA DEPARTMENT OF AGRICULTURE

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, Nevada Department of Agriculture.

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 the State of Nevada.

The Department of Agriculture 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.

LOCATION:

Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains, approximately 35 minutes from Carson City, the capital of Nevada. Reno-Sparks is home to a university, community college, and offers a thriving arts scene, big-name entertainment and great dining. Lake Tahoe and historic Virginia City are each within a half-hour drive and Las Vegas is an hour away by air. The area offers excellent hunting, fishing, hiking, skiing, and many other recreational activities. The climate is seasonal; summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes and no state income tax.

APPROXIMATE ANNUAL SALARY:

Up to \$97,901 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.)

*Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction for the required furlough.

BENEFITS:

The State benefits package includes paid health, vision, dental, life and disability insurance; 12 paid holidays, paid sick and annual leave, 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; more information is available at www.hr.nv.gov.

TO QUALIFY:

Preference will be given to applicants with a Bachelors 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.

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. What is 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.

SELECTION PROCESS: Applicant submittals will be reviewed to determine those with the most appropriate qualifications. Successful candidates will be invited to Sparks for an interview at their own expense. Final selection will be made by the Director, Department of Agriculture.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

(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.) All submittals shall include a cover letter, resume/curriculum vitae, responses to above referenced questions, and the name, address, email address, and telephone number for five references.

SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO:

Jim R. Barbee, Director
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(775)-353-3613
Email: jwilliams-conrad@agri.nv.gov

In subject line please reference: Administrator, Consumer Equitability

The State of Nevada is an Equal Opportunity Employer.