



STATE OF NEVADA
DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATOR
DIVISION OF PUBLIC & BEHAVIORAL HEALTH
Carson City, Nevada
Salary to \$125,021 (employee-employer-paid retirement plan)

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Division of Public and Behavioral Health. The incumbent will provide leadership, direction and executive oversight over the four branches that constitute the division: Community Services; Regulatory and Planning Services, Clinical Services; Administrative Services. The behavioral health system includes state-operated psychiatric hospitals, forensic services, residential support programs, and community-based clinics and requires working in close collaboration with Medicaid. Public health components include licensure of medical and health facilities, the medical marijuana program, public health preparedness, environmental health services, epidemiology and a variety of health prevention and wellness programs. The division works closely with the Clark County, Washoe County, and Tri-county health districts and provides public health services in the remaining counties. The division has an annual operating budget of over \$351 million and employs over 1700 staff. Statewide travel is required.

This position is in the unclassified service and is appointed by and serves at the pleasure of the DHHS Director.

EDUCATION: A Master's degree with major course work in psychology, social work public health, health administration, business administration, public administration, or other related field.

EXPERIENCE: A minimum of five years executive or administrative experience which included administering a comprehensive behavioral health or public health organization or major division of one and demonstrated knowledge of or experience in: the law, theories and principles related to behavioral and/or public health; best practices in the field of behavioral and/or public health; program planning, development and evaluation; public administration to include strategic planning, policy development and administration of a complex budget; human resources management with ability to effectively lead an organization through change; the health care field to include ability to implement federal health care standards and requirements associated with health care reform; 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 stakeholders to develop and implement programs and services; **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: Kareen Masters
Deputy Director, Administrative Services
Nevada Department of Health & Human Services
4126 Technology Way, Suite 100
Carson City, NV 89706
Telephone: 775-684-4012
e-mail: kmasters@dhhs.nv.gov

Résumé must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, and reasons for leaving, salary history, and professional references. Please complete attached supplemental questionnaire. A criminal history background check is required as a condition of employment.

Open until recruitment needs are satisfied

NV ADMINISTRATOR, DIVISION OF PUBLIC & BEHAVIORAL HEALTH
SUPPLMENTAL QUESTIONNAIRE

YOUR NAME: _____

YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED TO BEHAVIORAL
OR PUBLIC HEALTH: _____

YOUR JOB TITLE: _____

THE TITLE OF THE PERSON YOU REPORT TO: _____

APPROX. POPULATION OF THE CATCHMENT AREA SERVED BY THE
ORGANIZATION: _____

YOUR ANNUAL BASE SALARY: _____

TOTAL NUMBER OF STAFF IN THE ORGANIZATION: _____

TOTAL NUMBER OF STAFF THAT REPORT DIRECTLY TO YOU: _____
INDIRECTLY TO YOU _____

JOB TITLES OF STAFF THAT REPORT TO YOU:

DOLLAR AMOUNT OF ORGANIZATIONAL BUDGET FOR WHICH YOU ARE
RESPONSIBLE, IF ANY: \$ _____

FUNDING SOURCES FOR THE BUDGET:

FUNCTIONAL AREAS OF THE ORGANIZATION FOR WHICH YOU ARE RESPONSIBLE
TO ADMINISTER:

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF PUBLIC
AND BEHAVIORAL HEALTH?