



**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
DIRECTOR'S OFFICE**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298
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UNCLASSIFIED JOB ANNOUNCEMENT

**ADMINISTRATOR
Enterprise Information Technology Services**
Annual salary up to \$118,200
(employee / employer paid retirement)

OPEN POSITION: The State of Nevada is seeking a dynamic candidate for the position of Administrator of the State's Enterprise Information Technology Services Division (EITS). This high visibility position has statewide responsibility for IT policy, planning, security and technology advancement.

The Enterprise IT Division supports State of Nevada Executive Branch agencies' information technology framework, including:

- E-mail, internet connectivity and website development;
- Telecommunications infrastructure including the State core telephone system, wide area network, and microwave transport;
- Computing services, database management and production support for government services including mainframe computing, physical and virtual server management, data storage and communications, and disaster recovery planning;
- Management of a 24/7/365 service desk and operations center;
- Programming, design and application development services for core enterprise systems, including application testing, software implementation and project management; and
- Information security oversight including continuous network monitoring, end point security for over 15,000 desktop computers, policy oversight and security analysis for state agencies.

The IT Administrator is responsible for the oversight of a legislatively approved biennial operating budget of approximately \$90M, and the management of approximately 180 positions.

This position is in the unclassified service and is prohibited by law from engaging in any other gainful employment or occupation. The selected candidate will be appointed by and serve at the direction of the Director for the Nevada Department of Administration.

The incumbent may also be appointed by the Governor as the State's Chief Information Officer.

LOCATION: This position is located in Carson City, Nevada, and requires occasional statewide travel. Located in the north western region of the state, Carson City sits in the foothills of the Sierra Nevada Mountains and is within a half-hour of both Lake Tahoe and Reno. As Nevada's proud and historic state capital with a population of approximately 55,000, Carson City offers a mix of shopping, dining, entertainment, culture and nightlife while maintaining its small town western charm. The area averages 250 days of sunshine a year and offers a variety of outdoor activities such as fishing, boating, hiking, biking, world-class skiing, golfing and many special events.

See: <http://www.travelnevada.com/northwestern/carson-city#sthash.P7gvcplH.dput>

QUALIFICATIONS:

Education: Bachelor of Science degree in Information Systems, Information Technology, Computer Science or a related field.

Experience: A minimum of eight years of experience in the management of: (1) information technology; (2) telecommunications; (3) technology procurement/finance; or (4) technology personnel. Experience in all of the foregoing areas is preferred. Advanced degrees and/or work experience may be substituted, as appropriate.

The ideal candidate will possess:

- Demonstrated knowledge of information technology, business and management principles successfully executed in the areas of leadership, budgeting and resource allocation.
- Experience guiding strategic planning, business process improvement and project management.
- Established competence in written and verbal communications, as this position is responsible for presentations to legislative bodies, agency leaders, industry representatives and Division personnel. This position also serves as a member of various committees.
- Proven history of effectively managing available resources in problem-solving, consensus-building and collaborative efforts to achieve organizational goals.
- Working knowledge of technology systems utilized to support law enforcement agencies.
- Ability to pass an FBI fingerprint based background check and successfully meet the requirements for Department of Homeland Security clearance.

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 sick leave and 3 weeks of annual leave each year.

TO APPLY: Interested applicants should submit their resume and cover letter to:

Deborah Harris, M.A.
Agency HR Services
400 W. King Street, Suite 406
Carson City, NV 89703
daharris@admin.nv.gov

Resumes should include a detailed description of employment history including the name and address of employers, scope of responsibility, reason for leaving, and professional references.

DEADLINE: Resumes will be accepted until **5pm on Friday, July 24, 2015.**