

BRIAN SANDOVAL
Governor



Nevada State Veterans Home
100 Veterans Memorial Drive
Boulder City, Nevada 89005
(702) 332-6784 • Fax (702) 332-6762

Department of Veterans Services
6900 N. Pecos Road, Room 1C237
North Las Vegas, Nevada 89086
(702) 224-6025 • Fax (702) 224-6927

STATE OF NEVADA

NEVADA DEPARTMENT OF VETERANS SERVICES

6880 S. McCarran Boulevard, Building A, Suite 2

Reno, Nevada 89509

(775) 688-1653 • Fax (775) 688-1656

Northern Nevada
Veterans Memorial Cemetery
P.O. Box 1919
Fernley, Nevada 89408
(775) 575-4441 • Fax (775) 575-5713

Southern Nevada
Veterans Memorial Cemetery
1900 Veterans Memorial Drive
Boulder City, Nevada 89005
(702) 486-5920 • Fax (702) 486-5923

UNCLASSIFIED JOB ANNOUNCEMENT

ADMINISTRATOR, NEVADA STATE VETERANS HOME

POSITION LOCATION: Boulder City, Nevada

RECRUITMENT OPEN TO: All qualified persons

APPLICATIONS ACCEPTED UNTIL: Recruitment needs are satisfied

The State of Nevada, Nevada Department of Veterans Services (NDVS) is seeking qualified applicants for the position of Administrator at the Nevada State Veterans Home (NSVH). This is a full-time, unclassified position and is exempt from the provisions of State classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Director of the Nevada Department of Veterans Services. The position reports directly to the Deputy Director of Wellness.

THE POSITION: The incumbent will be responsible for managing, supervising, regulatory compliance and providing general administrative management for the Nevada State Veterans Home in accordance with Nevada state law and Federal VA requirements. The Veterans home is a 180 bed skilled nursing facility for qualified veterans, spouses of veterans, and Gold Star Parents. Boulder City is located approximately 25 miles southeast of Las Vegas, Nevada near beautiful Lake Mead. This position is open November 1, 2015.

MINIMUM QUALIFICATIONS: A Nevada Nursing Facility Administrator license from Board of Examiners for Long Term Care Administrators (BELTCA) is required at the time of appointment. Five years experience working in a hospital or nursing home preferred. The successful candidate will have considerable knowledge of Nevada state and federal, CMS, nursing care standards and requirements and must have sound management principles and public relations experience. The ability to communicate effectively is essential. Additional experience as an Administrator of a State Veterans Home is a plus, but not required.

ANNUAL SALARY: Up to \$108,540

BENEFITS: Employer participates in providing medical, dental, and vision insurance for employees; three weeks paid vacation per year, three weeks paid sick leave per year, 11 paid holidays per year, retirement plan; life and disability insurance and tax sheltered deferred compensation plans available. There is no State or social security tax. (For additional information, visit the Division of Human Resource Management at www.hr.nv.gov, the Nevada Public Employees Benefits at www.pebp.state.nv.us, and the Public Employees Retirement System of Nevada at www.nvpers.org.)

LETTER OF INTEREST: 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.

RESUME: Provide a detailed description of employment history, including names and addresses of employers, reasons for leaving, salary history, and professional references.

TO APPLY: Submit your letter of interest and resume to:

**Nevada Department of Veterans Services
Karen Judson, Personnel Officer I
100 Veterans Memorial Drive
Boulder City, NV. 89005
702-332-6709**

judsonk@veterans.nv.gov

**www.veterans.nv.gov
Equal Employment Opportunity/Affirmative Action Employer**