



**BRIAN SANDOVAL**  
Governor

STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

3416 Goni Road, D-132  
Carson City, Nevada 89706

(775) 687-4210 • Fax (775) 687-0574  
[adsd@adsd.nv.gov](mailto:adsd@adsd.nv.gov)

**MICHAEL WILLDEN**  
Director

**JANE GRUNER**  
Administrator

Unclassified Job Announcement

AGENCY MANAGER – DESERT REGIONAL CENTER  
AGING AND DISABILITY SERVICES DIVISION  
SALARY TO: 106,904 (Employee/Employer paid retirement schedule)

**RECRUITMENT OPEN TO:** All qualified applicants.

**RECRUITING FOR:** The Aging and Disability Services Division is seeking qualified applicants for the position of Agency Manager, Desert Regional Center (DRC). DRC has 300 employees and provides 24 hour awake services at the Desert Developmental Center Intermediate Care Facility serving 48 individuals with an intellectual disability or related condition, in addition to approximately 5,000 individuals in community services programs. The Agency Manager plans; organizes, implements and directs all operations of DRC including establishing goals, objectives, policies, procedures; monitors and evaluates program performance; and develops and monitors an annual budget of more than 100 million. This position is responsible to ensure compliance with applicable laws, licensure and funding requirements; establishes and assures implementation of admission/discharge criteria and waiting list priorities; develops and implements performance indicators and reporting mechanisms and quality assurance/improvement efforts; receives and responds to feedback from consumers and advocacy groups regarding services provided and unmet needs; monitors and evaluates clinical services, and fiscal performance indicators; and develops and implements corrective action plans as required by Medicaid and Health Care Quality and Compliance.

**QUALIFICATIONS:** A Master's degree from an accredited school in clinical psychology, clinical social work, counseling, or a closely related academic field, and four years of management experience in a complex human service delivery organization requiring integration of services with a variety of public and private

sector agencies, all four years of which included program budget responsibility, two years of which required managing multiple program units and supervision of professionals in a clinical setting OR an equivalent combination of education and experience.

**BENEFITS:** Benefits include a retirement system, medical, dental, life and disability insurance programs, 11 paid holidays, paid sick and annual leave.

**LOCATION:** The position will be located in Las Vegas.

**To Apply:**

Submit resume to: Renee Depaoli  
Personnel Officer II, ADSD-HR  
3416 Goni Road, Bldg. D#132  
Carson City, NV 89706  
775-684-4219  
[rdepaoli@adsd.nv.gov](mailto:rdepaoli@adsd.nv.gov)

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

This announcement will remain open until recruitment needs are satisfied.