



BRIAN SANDOVAL  
Governor

STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION  
1263 S. Stewart Street  
Carson City, Nevada 89712

RUDY MALFABON, P.E., *Director*

In Reply Refer to: Kimberley King, SPHR

**UNCLASSIFIED JOB ANNOUNCEMENT**

**ASSISTANT TRANSPORTATION DIRECTOR, OPERATIONS**

**Recruitment:** This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Director of the Nevada Department of Transportation.

Resumes will be accepted until the position is filled. All resumes will be accepted on a first come, first served basis; hiring may occur at any time during the recruitment process.

**Position Responsibilities:** Under the general administrative direction of the Director/Deputy Director of the Nevada Department of Transportation, administers the activities of the operations divisions within the department. The role of the Assistant Transportation Director, Operations is to administer the activities of the Construction, Maintenance and Asset Management, Materials, Equipment, and Traffic Operations divisions; ensures that construction contract administration is performed efficiently and effectively and adheres to federal/state criteria; that the highway maintenance program provides safe, timely, and cost effective maintenance on highways; that the department's fleet is operated and maintained properly; that equipment purchases adhere to federal/state criteria; that the materials and testing on department projects meet adequate quality; and architectural projects meet appropriate criteria.

Perform administrative work that requires the synthesis of previously unrelated data in the development of solutions to complex problems that impact the direction, goals and objectives of the organization and involve highly sensitive and political issues affecting the organization as a whole. Work is accomplished within the broadest framework, with full authority and responsibility delegated to administer the assigned division. Duties require decisions and extensive communication with executives, officials and regulatory representatives to negotiate solutions to major issues involving policy.

Administer the activities of the operations divisions to ensure compliance with state and federal policies, procedures and regulations; interdivisional coordination; efficient and effective utilization of personnel; and division heads are fully versed on the department's programs and objectives. Grant final approval for various documents; ensure that operations or preconstruction activities are coordinated and meet the needs of other departmental areas; maintain liaison with local entities, state and federal agencies; organizations and appropriate public representatives; review, modify and formulate the annual work program and divisional

budgets for submittal to the Deputy Director for approval; review literature and maintain awareness of national trends related to transportation issues and disseminate information to respective divisions as appropriate; conduct negotiations with both public and private interests pertaining to matters of importance and/or financial impact.

Represent the department in responding to public inquiries regarding Transportation Board issues; respond to media inquiries; conduct formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations and the general public; and serve as the department's expert witness in court proceedings relating to preconstruction activities or construction contract claims and construction and maintenance tort liabilities.

Serve as a member of national policy setting committees to establish recognized and accepted guidelines for urban and rural highways and freeway design or highway construction and maintenance standards; serve and participate as a member of committees where the department has overlapping interests or responsibilities with other agencies or organizations; and serve and participate as a member of interdepartmental committees to accomplish a specific goal and/or objective as required.

**Position Location:** Carson City, Nevada.

Nestled in the northwestern part of the state and within a half hour of both Lake Tahoe and Reno, is Nevada's proud, historic state capital, Carson City. Carson City blends a mix of shopping, dining, entertainment, culture and nightlife while maintaining its old-fashioned western charm. With the city's close proximity to Lake Tahoe and the Sierra Nevada Mountains, the area boasts unlimited year-round activities to include fishing, boating, hiking, biking, world-class skiing and golf courses and many special events throughout the year.

See more at: <http://www.travelnevada.com/regions/northwestern/carson-city#sthash.P7qvcplH.dpuf>

**Qualifications:** Current licensure as a Registered Professional Engineer and extensive supervisory and management experience in transportation system engineering and/or operations.

Note: Any person registered as a Professional Engineer in another state must become registered as a Professional Engineer in Nevada within six months following the date of appointment as a condition of employment.

**Approximate Annual Salary:** Up to \$123,783\* plus benefits. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced 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) 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](http://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](http://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](http://www.hr.nv.gov).

**Submit Cover Letter and Resume To:**

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Nevada Department of Transportation  
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