



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

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701  
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**Announces a Recruitment for the Position of  
State Chief Information Officer**

**RECRUITMENT:** The Nevada Department of Administration is seeking qualified applicants for the position of State Chief Information Officer (CIO) for the State of Nevada in the unclassified service. This is an open competitive recruitment, open to all qualified persons. The State CIO reports to the Director of the Department of Administration and is appointed as State CIO at the pleasure of the Governor.

**DEPARTMENT RESPONSIBILITIES:** The Department of Administration is a diverse organization that is comprised of 11 unique divisions: Administrative Services, State Public Works, Hearings and Appeals, Fleet Services, Risk Management, Purchasing, Human Resource Management, Nevada State Library and Archives and Public Records, Enterprise IT Services, Grants Office, and Deferred Compensation.

Most of the Department's programs are designed to provide services to other state agencies while some programs also serve the public. The Department represents a shared services model for state government. The Department's mission is to serve Nevadans and help our customers by providing efficient and effective solutions.

**POSITION DESCRIPTION:** The State Chief Information Officer is the highest IT leadership position in State of Nevada government. The State CIO should be able to establish ownership of the development and execution of a statewide technology strategy, ensuring it aligns with the strategic objectives outlined by the executive branch, Office of the Governor. The State CIO should bring a seasoned perspective and vision around areas such as: digital transformation, shared enterprise solutions, vendor strategic sourcing, process improvement, and IT service portfolio development. Most critically, the State CIO should be a consummate influence, able to articulate technology vision and plans to a non-technical audience made up of Department Directors, staff and legislators. The State CIO can capably articulate and champion "the business value of IT."

**POSITION RESPONSIBILITIES:**

- Set the mission and vision of the IT organization to foster a business outcome-driven culture and mindset. Set objectives, and define regulations, policies, standards and guidelines in support of the mission and vision.

- Lead the development of the IT strategy and roadmap, ensuring its integration with the State's strategic planning process.
- Act as a trusted advisor, build and maintain relationships with Department leadership and agency IT staff to ensure the diverse needs of departments are met in a cost effective way. Promote shared, enterprise solutions to minimize duplication and overlap in spending and technology functions across the State.
- Stay current on emerging technologies and identify opportunities for State technology modernization. Provide strategic direction to State departments in support of modernization and innovation efforts.
- Provide strategic direction and oversight for the design, development, operation and support of IT systems and programs that fulfill the needs of the State, including enterprise architecture management, application management, security and risk management, and infrastructure and operations support.
- Develop and control annual operating and capital expenditure budget for IT to ensure it is consistent with overall strategic objectives of the enterprise and is within plan. Develop State-level IT budget for the legislature, and is able to represent the state's IT vision and plan in front of legislative budget committees.
- Partner with State Purchasing to develop an IT sourcing strategy, and provide executive oversight for strategic vendor and partner relationship management.
- Work with HR and the IT leadership team to improve IT worker recruiting, retention, and training.
- Supervise the Administrator of the Enterprise IT Services Division (EITS) and the Office of State Chief Information Security Officer of the Office of Cyber Security.
- Oversee the Enterprise IT Services Division (EITS) portfolio, and promote EITS services among executive branch agencies.
- Form committees to establish standards and determine criteria for evaluation of policies.
- Advise agencies on state IT standards, IT procurements, and the use of shared IT services.
- Administer the Technology Investment Notification (TIN) process to provide review, approval and oversight of Executive Branch IT projects.

**ADDITIONAL QUALIFICATIONS:**

The ideal candidate will possess:

- Demonstrated knowledge of business and management principles successfully executed in the areas of leadership, fiscal management, problem solving and resource allocation.
- Demonstrated knowledge of legacy information technology, modern technology solutions, project management, and an ability to advance a modernization agenda.
- Established competence in written and verbal communications, as this position may be responsible for presentations to legislative bodies, agency leaders, industry representatives and department personnel. This position may also serve 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.
- Proven people skills in working with diverse employee and stakeholder groups to advance strategic goals and fostering organizational excellence in the realm of information technology for the State of Nevada.

**MINIMUM REQUIREMENTS:**

- Fifteen or more years of experience in IT and business/industry.
- Five to seven years of leadership responsibilities.
- Preferably five or more years of experience in related, industry-leading, large, cross-functional teams and/or enterprise wide programs, influencing senior-level management and key stakeholders effectively across the organization and within complex contexts.
- Demonstrated experience in IT strategic planning, organization design and development.

**ANNUAL SALARY:** Up to \$131,743.00. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

**BENEFITS:** The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

**LOCATION/TRAVEL:** The position will be based in Carson City, Nevada. Periodic in-state and out-of-state travel is required.

**RESUMES WILL BE ACCEPTED UNTIL:** Position is filled. Applications will be reviewed upon receipt.

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:

Tawny Polito  
Executive Assistant to the Director  
515 E. Musser Street, Third Floor  
Carson City, NV 89701  
E-mail: [tpolito@admin.nv.gov](mailto:tpolito@admin.nv.gov)

In the subject line of the email: Last Name/State Chief Information Officer/How you heard about this position.

The State of Nevada is an Equal Opportunity Employer