



BRIAN SANDOVAL  
Governor

ROBERT R BARENGO  
Chair, Nevada Tax Commission  
DEONNE E. CONTINE  
Executive Director

STATE OF NEVADA  
DEPARTMENT OF TAXATION

Web Site: <http://tax.nv.gov>

1550 College Parkway, Suite 115  
Carson City, Nevada 89706-7937  
Phone: (775) 684-2000 Fax: (775) 684-2020

RENO OFFICE  
4600 Kietzke Lane  
Building L, Suite 235  
Reno, Nevada 89502  
Phone: (775) 687-9999  
Fax: (775) 688-1303

LAS VEGAS OFFICE  
Grant Sawyer Office Building, Suite1300  
555 E. Washington Avenue  
Las Vegas, Nevada 89101  
Phone: (702) 486-2300 Fax: (702) 486-2373

HENDERSON OFFICE  
2550 Paseo Verde Parkway, Ste180  
Henderson, Nevada 89074  
Phone: (702) 486-2300  
Fax: (702) 486-3377

**UNCLASSIFIED JOB ANNOUNCEMENT**

**Chief Deputy Executive Director, Department of Taxation  
Carson City, Nevada**

POSTED DECEMBER 3, 2014 - OPEN UNTIL DECEMBER 10, 2014

**SPECIAL NOTIFICATIONS:** The Department of Taxation is seeking qualified candidates for the position of Chief Deputy Executive Director. This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

**AGENCY RESPONSIBILITIES:** The Department of Taxation is responsible for collecting and dispersing the taxes in Title 32 of the NRS and other taxes as required. Our mission is to provide fair, efficient, and effective administration of tax programs for the State of Nevada in accordance with applicable statutes, regulations, and policies. We serve the taxpayers and state and local government entities. The Department conducts audits, provides education, and works with taxpayers to ensure compliance with a variety of taxes including sales and use tax, modified business tax, and live entertainment tax.

**APPROXIMATE ANNUAL SALARY:**

Salary up to \$117,030\* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross 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) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

**BENEFITS:**

The State benefits package 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 deferred compensation plans are available.

**REPRESENTATIVE DUTIES**

- Oversee the Compliance Division which includes Audit, Revenue and Excise sections.
- Oversee the bi-annual publication of the Nevada Tax Expenditure Report
- Review and assign requests for written response including Advisory Opinion Requests from taxpayers
- Review and approve draft responses of Advisory Opinion Requests
- Draft, review and approve Technical Bulletins to present to Nevada Tax Commission
- Review, determine agency action, and assist in strategy on disputed administrative cases involving audit and/or revenue related deficiencies or other agency disputes.

- Draft, review and approve agency regulations
- Research legislative bills, legislative history and bill draft requests and draft bill requests
- Testify at the Legislature in support of the Department's bills
- Assist in the day to day operations of the Agency at the request of the Director
- Participate and collaborate with Executive Team on agency issues including personnel, budget and fiscal matters.
- Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the Executive Director.

**QUALIFICATIONS/EDUCATION:**

Law degree preferred.

Graduation from a college or university with a bachelor's degree in business, public administration, political science, law or other related field

Or Five (5) years of progressively responsible supervisory, management or executive level experience, to include program development, fiscal analysis, budget preparation, personnel management, research and utilization of written and oral communication skills. An equivalent combination of education and experience may be considered.

The ideal candidate will possess:

- The ability to direct and organize Division activities; to establish goals and objectives; to identify problems, evaluate alternatives, and implement effective solutions; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.
- Excellent research and writing skills and will also have excellent communication and time management skills, and good interpersonal skills.
- Knowledge of Legislative and regulatory process; communication and public relations techniques; State laws, regulations, policies and procedures of the Department preferred.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL DECEMBER 10, 2014**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Department of Taxation  
 Attn: Deonne Contine  
 1550 E. College Parkway  
 Carson City NV 89706  
 contine@tax.state.nv.us

In subject line please reference: Chief Deputy Director

*The State of Nevada is an Equal Opportunity Employer.*