



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

CAREER OPPORTUNITY

CHILDREN'S SERVICES DEPUTY ADMINISTRATOR

The **Department of Health and Human Services** is seeking qualified candidates for the position of **Deputy Administrator, Aging and Disability Services Division - Lifespan Services (ADSD)**. The incumbent in this position reports to the Division Administrator, ADSD and will provide leadership and oversight of Children's Services (Nevada Early Intervention Services; Autism Treatment Assistance Program). This position will be based in Carson City, NV. Responsibilities include: oversight of all programmatic services within Children's Services; management of staff throughout Nevada; program development and expansion; create system efficiencies; manage and staff respective councils, commissions, and committees; provide research and policy development; oversee administrative functions within Children's Services (facilities, budgets, information technology, administrative supports); serve on Administrator's executive team. The incumbent will be expected to lead the division and have proficiency in assessments, intakes, evaluation, person-centered planning, supports based budgeting and eligibility. Coordinates with various state and government agencies and community stakeholders. Represents the division before various groups and committees. Children's Services has a biennial budget of approximately \$105 million and employs 227 staff. This is an unclassified position and serves at the pleasure of the Division Administrator, ADSD. Statewide travel is required.

Incumbents will be expected to have the knowledge, skills, and abilities to:

- Research and develop internal capacity to implement evidence based practices appropriate to the population the program serves. Monitor program outcomes to ensure fidelity of implementation and impact on consumer outcomes.
- Direct, through subordinate managers, the administrative and technical activities assigned to these programs.
- Assist in the development of program and operating budgets; develop cost estimates and justifications for new or expanded programs; present proposed agency budget to the Budget Division and the legislature, as assigned; monitor revenue and expenditures plans and recommend alternatives for program operations in shortfall situations.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in social science, human services, public health, public or business administration or closely related field and five years of supervisory/management experience relevant to administering comprehensive programs and grants management. The required experience should include at least three years of management experience in a comprehensive social service organization with responsibility for strategic planning, policy development and implementation, program evaluation, budget development and supervision of diverse professional staff. In addition, the candidate must have strong written and verbal communication skills, excellent organizational skills and an ability to develop teamwork.

SALARY AND BENEFITS: As a full-time position compensation is up to \$110,711.00 annually. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, paid vacation, and no state, county, city or social security tax! Nevada boasts not only exciting 24-hour cities, but recreational opportunities for outdoor enthusiasts such as camping, boating, fishing and hiking with stunning mountain scenery and picturesque high desert splendor.

For further information or **to apply**, please submit your curriculum vitae with a letter of interest to: Sherri Vondrak, Human Resource Officer, Aging and Disability Services at SVondrak@adsd.nv.gov, 3416 Goni Rd. D-132, Carson City, NV

89706 Fax: (775) 687-0574

Aging and Disability Services Division is dedicated to assist all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible!