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## *Office of the Governor*

### **Announces a recruitment for DIRECTOR DEPARTMENT OF CONSERVATION & NATURAL RESOURCES**

Location: Carson City, Nevada  
Salary up to \$131,578 (Employee/Employer Paid Retirement Plan)

**OPENING DATE:** August 29, 2016. This opening will remain posted until successfully filled.

**OVERVIEW:** The Office of Governor Brian Sandoval is seeking qualified candidates for the position of Director for the Department of Conservation and Natural Resources (DCNR). The Director of the Department is appointed by and serves at the pleasure of the Governor and is a member of the Governor's Cabinet. This is an unclassified, full-time position and is headquartered in Carson City, Nevada. There are nine agencies and programs within DCNR: Environmental Protection; Conservation District Program; State Parks; Forestry; State Lands; Natural Heritage; State Historic Preservation Office; Sagebrush Ecosystem Program; and Water Resources.

**TRAVEL:** Travel will be required within the State of Nevada and throughout the United States.

**RECRUITMENT:** This is an open competitive recruitment available to all qualified candidates.

**POSITION DESCRIPTION:** The Director administers the activities of the Department, providing leadership, coordination and oversight of policy, activities and operations; establishes goals, objectives and priorities; and enforces all laws governing the administration of the Department. The Director represents the Administration at legislative hearings and with federal agencies; prepares and submits budgets; and drafts legislation. The Director will work with the public, industries and representatives of organizations, associations, and groups interested in conservation and natural resources on a variety of issues, including forest and watershed protection policy; parks and recreational policy; the use of land within Nevada under the jurisdiction of the federal government; and the preservation, protection and use of the State's natural resources.

**EXPERIENCE AND QUALIFICATIONS:** The Director will be selected based upon the candidate's experience and knowledge in the field of natural resources and conservation. Education with coursework in business administration, public

administration, natural resources or a related field and five years of management responsibility in a public sector environment, or an equivalent combination of education and experience is preferred.

The ideal candidate will have:

- Excellent communication skills in order to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities.
- Ability to lead by example, self-awareness, motivation and social skills.
- Experience managing a large staff, complex projects, and associated budgets.
- Experience providing testimony in a professional setting such as a legislative committee, public board or commission.
- Ability to interface with staff, the public, legislators, and other municipal, state and federal regulators.
- Ability to form and maintain professional and positive working relationships.
- A proven ability to analyze and interpret statutes and regulations.
- A thorough understanding of federal and state laws pertaining to regulations with experience administering those laws.
- Experience with the regulatory process, including rule-making and oversight of private and public sector programs.

**SALARY:** Up to \$131,578 (Unclassified). Maximum salary reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

**BENEFITS:** Medical, dental, vision care, life and disability insurance program; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; and a tax sheltered deferred compensation plan is available. State employees do not contribute to Social Security; however a small Medicare deduction is required. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Employee Handbook at [Employee Handbook](#), the Nevada Public Employees Benefits Program at <http://pebp.state.nv.us/>, the Public Employees Retirement System of Nevada at <http://nvpers.org> and the Nevada Deferred Compensation at <http://defcomp.nv.gov/>.

**TO APPLY:** Please send your letter of interest and resume to:

Peter Long, Administrator  
Division of Human Resource Management  
Department of Administration  
209 E. Musser Street #101, Carson City, NV 89701  
[plong@admin.nv.gov](mailto:plong@admin.nv.gov)

***In subject line please reference:*** Director, Department of Conservation and Natural Resources

Please include in your cover letter:

- Special reference to your training, experience, skills and interest in the field of administration or the administering of laws relating to conservation, natural resources and the environment; and

- How you heard about this announcement; e.g. if you heard about this position through a website, please specify which website.

**PLEASE NOTE:** The State of Nevada is an Equal Employment Opportunity Employer. Employee reference checks will be conducted on all finalists. This may include a review of documentation related to job performance. 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.