



STATE OF NEVADA
OFFICE OF GOVERNOR BRIAN SANDOVAL
One Hundred One North Carson Street
Carson City, Nevada 89701

Recruitment Announcement

Director

Nevada Department of Employment, Training and Rehabilitation

DEADLINE: All resumes must be received no later than Tuesday, May 13, 2014. The Office of the Governor reserves the right to extend this deadline if necessary and may fill this position at any time during this process.

OVERVIEW: The Office of Governor Brian Sandoval is seeking qualified candidates for the position of Director, for Nevada Department of Employment, Training and Rehabilitation (DETR). The purpose of DETR is to plan, coordinate and carry out various services and activities designed to achieve and support employment and economic independence for residents of Nevada who are disadvantaged, displaced or disabled. The Department has 2 operating offices in Nevada; the headquarters is located in Las Vegas and the other office is in Carson City. The Department's staff has approximately 921 full-time equivalent positions statewide, with a budget of approximately \$375 million.

The Department consists of divisions that offer assistance in job training and placement, vocational rehabilitation, workplace discrimination, and collect and analyze workforce and economic data. DETR's divisions include: Employment Security Division, Rehabilitation Division, Nevada Equal Rights Commission, Research and Analysis Bureau, and Information Development and Processing.

The Director directs and oversees administrative staff and technical activities of the Department, including coordinating with other State agencies, facilitating information dissemination, developing and implementing operating procedures, and creating an environment for businesses to have access to a qualified workforce. The Director is appointed by and serves at the pleasure of the Governor, and is a member of the Governor's Cabinet. The Director represents the Administration at Legislative hearings, prepares and submits budgets, and drafts legislation.

TRAVEL: Travel will be required within Nevada, other states within the United States and may include travel to other countries.

MAXIMUM SALARY: \$127,721 (employee/employer retirement plan).

BENEFITS: Medical, dental, vision, life and disability insurance plan; retirement benefits; eleven paid holidays per year; three weeks of annual leave and three weeks of sick leave per year; tax deferred compensation plan available.

QUALIFICATIONS:

- Bachelor's degree from an accredited College or University with a major in counseling, education, psychology, public administration, business administration or related field. Masters degree or above preferred. And seven years executive experience in a closely related field or an appropriate combination of education and experience.
- Ability to read, analyze and interpret governmental rules and regulations.
- Ability to lead through self-awareness, motivation, social skills, and by example.
- Ability to write reports, business correspondence, and educational materials.
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities.
- Ability to form and maintain professional and positive working relationships.
- Experience in human resource administration, business administration, researching and compiling information for program development.
- Experience in diversity awareness and cultural competency training.
- Experience directing, developing, and implementing a strategic planning effort.
- Knowledge of public employment, training and rehabilitation services in Nevada.
- Knowledge of related industries, available technology, and Nevada governmental processes.
- Experience as a government agency administrator or business executive.

TO APPLY: Send your letter of interest and resume to:

Christina Davis
Office of Governor Sandoval
101 North Carson Street
Carson City, NV 89701

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. Due to the confidential nature of this position, the final selection process will also include a criminal history check.