



State of Nevada
Nevada Department of Tourism and Cultural Affairs
Unclassified Job Announcement

- Operations & Finance Manager -

Posted: July 29, 2014

Recruitment:

Open to all qualified candidates; **résumés** accepted until position is filled.

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

The Position:

A full-time unclassified and exempt position located at the Nevada Department of Tourism and Cultural Affairs (DTCA) in Carson City, Nevada. The Operations and Finance Manager reports to the Director of the Department of Tourism and Cultural Affairs. The Operations and Finance Manager is directly responsible for budgets and financial operations of the Division of Tourism (including Nevada Magazine) and the Nevada Indian Commission, and partners with the Administrators and Administrative Services Officers (ASOs) at the Nevada Arts Council and Division of Museums and History to build and administer budgets.

The Department of Tourism and Cultural Affairs is comprised of creative thinkers, marketers, artists, historians and preservationists.

The mission of the Department is: *Create sustainable financial vitality for the State of Nevada and the businesses and individuals engaged in the tourism and cultural industries.*

The vision of the Department is: *A recognized world-class tourism and cultural affairs organization that embraces strategic thinking, innovation and creative problem solving.*

This is a Department that by its very nature pushes the envelope and asks its employees and constituents to think big and be bold. This can be a very challenging environment for the Financial and Operations Manager who expects a normal state agency. It's also an environment where a strong financial leader and legislative process authority is sorely needed and can become a trusted counselor and advisor.

APPROXIMATE ANNUAL SALARY:

Up to \$84,870.00 plus benefits *commensurate with work experience (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, 2011 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.

RESPONSIBILITY DETAIL:

The Operations and Finance Manager will plan, develop and maintain budgetary and financial reports related to business operations, revenues and expenditures, and develop and implement comprehensive budgets.

The Operations and Finance Manager serves as the Chief Fiscal Officer for the DTCA. The incumbent will oversee the complex and diverse programs and multiple budget accounts within the Department, including Department-level review and approval of all work programs, contracts, and other fiscal and budget activities to ensure compliance with applicable laws, regulations, policies, administrative guidelines and standards. The incumbent will work with all Department Administrators and fiscal staff for planning and strategies specific to fiscal and budget matters, and coordinate communication between the Budget Division and Legislative Counsel Bureau and agencies within DTCA for all fiscal and budget related information requests. The incumbent also will assist in establishing Department-wide policies, procedures, and internal controls.

The incumbent will be responsible for all aspects of biennial budget development for all Nevada Division of Tourism budget accounts including development of written narrative reports and spreadsheets as necessary to justify for budget proposals. The incumbent will manage the contract process for the Division of Tourism, including Request for Proposal (RFP) development or review, correspondence with State Purchasing, development of contract forms, scope of work, and other attachments as necessary. The incumbent also provides oversight and guidance of the Division of Tourism fiscal duties including budget expenditure projections, purchasing, accounts payable, accounts receivable, payroll, and all other fiscal and budget tasks needed. The Division of Tourism offers grants through its rural marketing grants program with two cycles per year; the Operations and Finance Manager will work with the appropriate staffers to ensure the grants funding is completed on time and the correct funds are provided to each recipient.

The Operations and Finance Manager may be called upon to represent the DTCA during budget hearings, Board of Examiner Meetings and Interim Finance Committee meetings as well as during Nevada Commission on Tourism scheduled meetings.

The Operations and Finance Manager will provide oversight and guidance for Division of Tourism operations, including to provide general guidance related to personnel and payroll issues; oversee the shipping of travel guides and other tourism related publications, as well as all incoming purchases and freight deliveries of Tourism's collateral. The incumbent will also manage all front office tasks, ensure proper operation of all aspects of the Laxalt building and make sure employees have the tools and environment necessary to effectively complete the mission of the DTCA.

The Operations and Financial Manager manages two staffers:

- Management Analyst
- Logistics/Facilities Manager

TO QUALIFY:

The Operations and Finance Manager must possess:

- characteristics of effective leadership;
- strong work ethic and sense of responsibility;
- knowledge of state budgeting and accounting principles and practices;
- knowledge of contract preparation and management;
- knowledge of personnel rules and human resource principles;
- the ability to plan, organize and oversee the work of professional, technical and support staff;
- the ability to train, supervise and evaluate the performance of employees;
- the ability to advise and direct management regarding fiscal issues;
- general knowledge of state law, State Administrative Manual;
- a fearless, can-do attitude; and
- knowledge of internal control requirements and procedures, state accounting software, and the legislative process; and the ability to represent the agency in presenting the final budget in legislative meetings, Nevada Commission on Tourism meetings and various other financial-related situations.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED (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:

Email to: ghudson@admin.nv.gov

In subject line please reference: **DTCA Operations & Finance Manager**

Or mail to: Agency HR Services

Attn: Gennie Hudson

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The State of Nevada is an Equal Opportunity Employer.