



**DEPARTMENT OF BUSINESS AND INDUSTRY
DIVISION OF INDUSTRIAL RELATIONS
400 West King Street, Suite 400
Carson City, Nevada 89703**

**Division of Industrial Relations Deputy Administrator
Full-Time, Unclassified Position
Open Competitive: Open Until Recruitment Need is Satisfied**

Recruitment Open To:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Division Administrator.

Annual Salary

Up to \$88,651 on Employer/Employee paid retirement plan. An Employee paid retirement plan is also available at a reduced salary. Benefits of state employment include paid medical, dental, and vision care; life and disability insurance; 11 paid holidays; 15 days paid each of vacation and sick leave per year; paid retirement based on years of service; and the availability of a tax-deferred compensation plan. Other benefits of state employee may be viewed at (<http://nvjobs.nv.gov/Applicants/EB/>).

Position Location

Henderson, Nevada.

About the Division of Industrial Relations (DIR)

The Division of Industrial Relations (DIR) is a Division of the Department of Business & Industry. DIR is comprised of six Sections: Legal, Mechanical Compliance, Mine Safety and Training, Occupational Safety and Health Administration, Safety Consultation and Training, and Workers' Compensation. Our primary responsibility is to ensure the safety and health of public and private business locations through the State of Nevada to the benefit of business owners, employees, and the general public. DIR includes 220 full-time employees.

Position Responsibilities

The Deputy Administrator reports to the Administrator located in Carson City. The position is responsible for serving as the office manager for a diverse group of employees located in Henderson office, including supervising and evaluating the performance of Chief Administrative Officers. Deputy Administrator candidates must possess:

- Experience in the supervision and management of other high-level management staff.
- Budget experience, including assisting in building the Division's budget, and oversight and tracking.
- Personnel experience, including management/supervision of employees.
- Good communication skills. Ability to meet with outside groups to discuss issues and to promote DIR's programs.

- Ability to perform outreach in the business community, including attending various meetings and conferences, as well as work closely with other Business & Industry divisions and employees.

To Qualify

Candidate must possess at least five years of demonstrated experience in the supervision of administrators and employees, knowledge of budget preparation and tracking, prior involvement in personnel matters, and an ability to strictly adhere and enforce State of Nevada policies and procedures.

To Apply

Submit a resume and cover letter expressing your interest and background, as well as three professional references, to:

Division of Industrial Relations
Att: Donna Greenhut
400 West King Street, Suite 400
Carson City, NV 89703

Or via email to donna.greenhut@business.nv.gov

In subject line, please reference: Deputy Administrator

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Resumes will be accepted until the position has been filled.

The State of Nevada is an Equal Opportunity Employer