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## COMPLIANCE ENFORCEMENT DIVISION

### Announces a Recruitment for the Unclassified Position of **Deputy Administrator, Compliance Enforcement Division**

**RECRUITMENT OPEN TO:** This is an open competitive recruitment, open to all qualified applicants. This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Administrator of the Compliance Enforcement Division (CED) for the Nevada Department of Motor Vehicles (DMV).

**DUTY LOCATION/TRAVEL:** Southern Nevada: 8250 W. Flamingo Road, Las Vegas, NV. Occasional In-State and Out-of-State travel required.

**APPROXIMATE ANNUAL SALARY:** \$97,901 plus benefits\*. Salary reflects retirement (PERS) contributions by both the employee and employer. An Employer paid contribution plan is available at the election of the employee and results in a reduced gross salary. 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.

*\*Please Note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

**POSITION RESPONSIBILITIES:** Under general supervision of the CED Administrator, the Deputy Administrator of the Compliance Enforcement Division is responsible for all law enforcement related activities, including investigative and compliance programs, both criminal and administrative, within the jurisdiction of the Department of Motor Vehicles.

**JOB DESCRIPTION:** Coordinates and directs the southern region compliance/enforcement activities of the Department based on agency goals and objectives; works jointly with public officials, local law enforcement and the community in maintaining a comprehensive compliance/enforcement program; provides support to allied agencies; directs specialized investigations involving activities of businesses, their owners and/or employees; monitors fraudulent activity within the Department programs for major violations or misconduct; assist with preparing the division's biennial budget by ensuring all investigative, enforcement and licensing activities, as well as emissions program responsibilities in the southern region are adequately funded and properly

justified through research and documentation; assist with establishing Division goals and priorities and implements plans and strategies for their achievement.

The ideal candidate will possess extensive knowledge of leadership principals, having demonstrated their application in previous positions; a zest for effecting change and developing a forward looking workforce; the ability to evaluate situations and design creative and comprehensive solutions; the drive to establish and achieve goals and objectives in an expedient manner; and the ability to motivate and empower staff to be leaders and driven to make a positive difference in the lives of Nevada's residents.

Persons offered employment in this position must submit to a pre-employment fingerprint criminal history check, a background investigation and a pre-employment screening for controlled substances.

This appointment is contingent upon confirmation of Nevada P.O.S.T. certification, or eligibility for certification at a minimum of Level II.

**TO QUALIFY:** Bachelor's degree from an accredited university or college with major coursework in criminal justice, police science, psychology, business administration or a closely related field and **seven (7) years of investigative and/or law enforcement experience** where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal laws, preparation of detailed reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution.

**Five (5) years** of progressively responsible **management or executive experience**, which included program development, fiscal analysis, budget preparation, research and development of policies and procedures and utilization or written and oral communication skills. An equivalent combination of education and experience may be considered.

**APPLICATION:**

Please submit a detailed resume that includes a description of your experience with the following:

- Program development and oversight;
- Leadership and management experience which includes team building and problem solving;
- Fiscal analysis and budget development;
- Legislative and regulatory experience;
- Written and oral communication skills, including report preparation and oral presentations; AND
- Investigative and law enforcement experience and techniques.

**RESUMES WILL BE ACCEPTED UNTIL:** Recruitment needs are satisfied

**SUBMIT COVER LETTER AND RESUME /DIRECT INQUIRIES TO:**

Willette Gerald, Personnel Officer  
Department of Motor Vehicles Human Resources Unit  
8250 W. Flamingo Road  
Las Vegas, Nevada 89147  
775-486-8645  
[wgerald@dmv.nv.gov](mailto:wgerald@dmv.nv.gov)