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Governor

STATE OF NEVADA

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Superintendent of Public Instruction



DEPARTMENT OF EDUCATION
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UNCLASSIFIED JOB ANNOUNCEMENT

Posted April 13, 2016

Deputy Superintendent for Business and Support Services

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 Superintendent of Public Instruction.

AGENCY RESPONSIBILITIES:

Among its many tasks, the Nevada Department of Education sets education policy and standards, manages assessments, ensures compliance with federal education law, licenses educators, ensures statewide program accountability, administers grants, and distributes funds to local education agencies. The State Board of Education adopts rules and regulations and the Superintendent ensures observance of Nevada's education laws. The Department embraces a vision in which all Nevadans are ready for success in the 21st Century. Our mission is to improve student achievement and educator effectiveness by ensuring opportunities, facilitating learning, and promoting excellence.

APPROXIMATE ANNUAL SALARY:

Up to \$108,540 plus benefits * (*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.*)

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.

POSITION DESCRIPTION:

This position reports to the Superintendent of Public Instruction. Under the general direction of the Superintendent, the Deputy will be responsible for the management and oversight of Department Support Services (including Information Technology and Finance), District Support Services (including school/grant funding and reporting), Audit, and General Administration. The Deputy provides oversight for the State Distributive School Account and federal and state categorical funding. The position ensures compliance with state laws, regulations, and rules

pertaining to contracts, personnel, accounts payable/receivable, and payroll. The position supervises the administrative and operational activities of staff in Carson City and Las Vegas, and helps to ensure the fiscal and operational success of the Department through the following tasks:

- Developing and monitoring multi-year budgets, including projections, fiscal notes, and reporting;
- Establishing procedures sufficient to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices;
- Advising the Superintendent and others who manage grants or other funds about how to maximize use of the resources available to them;
- Making projections of financial impacts of decisions, both locally and at the State and National levels, on the operations of the State and local districts;
- Engaging in multi-year financial planning for the operating budget and assists in preparation of multiyear facilities plans;
- Developing and administering regulations, policies and procedures;
- Directing the administration of programs to fund and audit school districts and charter schools;
- Conducting research, recommending strategies, and developing new programs to advance the financial and operational accountability of districts and schools;
- Participating in administrative hearings and rulemaking proceedings;
- Establishing and maintaining a cooperative relationship with agencies of local, state, and federal government;
- Representing the Department publicly, including media and public appearances, participating in conferences, councils, associations, committees and workgroups, testifying before the Nevada Legislature, and coordinating and participating in public information campaigns;
- Representing the Superintendent on committees and at other public functions on an as-needed basis and speaking to professional bodies as required; and
- Helping define and achieve the vision, mission, goals and objectives of the Department that are performance driven and results oriented.

The Deputy works in a team-oriented environment in which professional and administrative staff work in concert to best represent the State of Nevada. The position is team-focused and engages in problem-solving, critical thinking, and advocacy on behalf of school children throughout Nevada.

TO QUALIFY:

Candidates must possess a Bachelor's degree, Master's degree preferred, with at least five years of management responsibility, preferably in a public sector environment or an equivalent combination of experience and/or education. The ideal candidate will have a proven ability to prepare and work with large government budgets; to read, analyze and interpret statutes and regulations; and sufficient computer and writing skills and the ability to manage a large staff and complex projects. An understanding of federal and state laws pertaining to education finance and a thorough knowledge of accounting and financial reporting are required. Experience working with grants and with program audits/accountability is required; experience with data systems and information technology preferred. Excellent verbal and written communications skills, with the ability to interface with staff, licensees, the public, legislators, and other municipal, state and federal regulators, are also required.

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:

Gennie Hudson, Personnel Officer

ghudson@admin.nv.gov (In subject line please reference: Deputy Superintendent for Business and Support Services)

or

Agency HR Services

Attn: Gennie Hudson

400 W. King St., Ste. 406

Carson City, NV 89703

Ph. (775) 684.0247

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

The State of Nevada is an Equal Opportunity Employer