



**STATE OF NEVADA**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**AGING AND DISABILITY SERVICES DIVISION**  
**ADMINISTRATIVE OFFICES**

**CAREER OPPORTUNITY**

**DEPUTY ADMINISTRATOR**

The **Department of Health and Human Services** is seeking qualified candidates for the position of **Deputy Administrator, Aging and Disability Services Division**. The incumbent in this position reports to the Division Administrator, and will provide leadership and oversight of Community Based Care, Elder Rights, and the Planning, Advocacy, and Community Services Sections. This position will be based in Carson City, NV. Responsibilities include: oversight of all programmatic services within these sections; management of staff throughout Nevada; program development and expansion; creation of system efficiencies; communication and input on respective councils, commissions, and committees; providing research and policy development; serving as a part of the Administrator's executive team. Coordinates with various state and government agencies and community stakeholders. Represents the division before various groups and committees. These sections have a combined biennial budget of approximately \$120 million. This is an unclassified position and serves at the pleasure of the Division Administrator. Statewide travel is required. Incumbents will be expected to have the knowledge, skills, and abilities to:

- Research and develop internal capacity to implement evidence based practices appropriate to the population served.
- Monitor program outcomes to ensure fidelity of implementation and impact on consumer outcomes.
- Direct, through subordinate managers, the administrative and technical activities assigned to these programs.
- Assist in the development of program and operating budgets; develop cost estimates and justifications for new or expanded programs; present proposed agency budget to the Budget Division and the legislature, as assigned; monitor revenue and expenditures plans and recommend alternatives for program operations in shortfall situations.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in social science, human services, public health, public or business administration or closely related field and five years of supervisory/management experience relevant to administering comprehensive programs and grants management. The required experience should include at least three years of management experience in a comprehensive social service organization with responsibility for strategic planning, policy development and implementation, program evaluation, budget development and supervision of diverse professional staff. In addition, the candidate must have strong written and verbal communication skills, excellent organizational skills and an ability to develop teamwork.

**SALARY AND BENEFITS:** As a full-time position on the employee/employee compensation plan pay is \$110,711.00 annually. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, paid vacation, and no state, county, city or social security tax! Nevada boasts not only exciting 24-hour cities, but recreational opportunities for outdoor enthusiasts such as camping, boating, fishing and hiking with stunning mountain scenery and picturesque high desert splendor.

For further information or **to apply**, please submit your curriculum vitae with a letter of interest to: Sherri Vondrak, Human Resource Officer, Aging and Disability Services at [SVondrak@adsd.nv.gov](mailto:SVondrak@adsd.nv.gov), 3416 Goni Rd. D-132, Carson City, NV 89706 Fax: (775) 687-0574. This posting will remain open until recruitment needs are satisfied.

***Aging and Disability Services Division is dedicated to assist all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible!***