

Steve Sisolak
Governor



Susan Brown
Director

Vacant
Deputy Director

Warren Lowman
Administrator

**STATE OF NEVADA
GOVERNOR'S FINANCE OFFICE**

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**Unclassified Job Announcement
Posted: September 12, 2019**

**GOVERNOR'S FINANCE OFFICE
DEPUTY DIRECTOR**

The Governor's Finance Office, Budget Division is seeking highly qualified candidates for the position of Deputy Director. This is a full-time permanent unclassified position that is appointed by and serves at the pleasure of the Director of the Governor's Finance Office.

The Position:

Under general administrative direction of the Director, the Deputy Director is responsible for developing and maintaining a fiscally sound State budget while complying with budgeting rules, regulations and statutory requirements. This position engages in strategic planning, developing and administering regulations, policies and procedures, represents the Office and Budget Division publicly including conferences, committees, and testifying before the Nevada Legislature and other public bodies. The successful incumbent establishes and maintains effective relationships with agencies, governor's office staff, legislative staff and legislators to effectively communicate, administer and present budget-related matters. This position provides leadership and guidance in directing and managing Budget Division staff.

Position Location:

Carson City, Nevada. Occasional In-State and Out-of-State travel required.

Approximate Annual Salary:

Up to \$131,743 plus benefits. The salary range reflects retirement (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced 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.

Minimum Qualifications:

A bachelor's degree from an accredited college or university and 3 years of high-level management experience in state government which included accounting or budget management. Experience must demonstrate a thorough knowledge of the Nevada Executive Budgeting process and accounting systems. Or an equivalent combination of education and experience.

The ideal candidate will also possess:

- Excellent written and oral communications skills.
- The ability to effectively work with all stakeholder groups.
- The ability to create an atmosphere of trust and mutual respect.
- Extensive knowledge of the organization and operations of state departments, agencies and institutions, and of statutes and regulations governing state budgeting and accounting.

Application:

Please submit a detailed resume that describes your experience as it pertains to the qualifications listed above. All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT RESUMES TO:

Department of Administration, Division of Human Resource Management
Attention: Gennie Hudson
Email: agencyhr@admin.nv.gov

In the subject line of the email: Last Name/Deputy Director/How you heard about this position

The State of Nevada is an Equal Opportunity Employer