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Brian Sandoval  
*Governor*

James Dzurenda  
*Director*

**State of Nevada  
Department of Corrections**

**UNCLASSIFIED JOB ANNOUNCEMENT**  
**Deputy Director, Industrial Programs (U9033)**

**Nevada Department of Corrections Prison Industries Division**

**Recruitment Open to:**

This is an open competitive recruitment, open to all qualified applicants. This is a full-time unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Corrections.

**Position Location:** Las Vegas, Nevada or Carson City, Nevada

**Approximate Annual Salary:**

**Up to \$124,181** (Salary range reflects retirement (PERS) contributions by both the employee and employer.) An Employer paid contribution plan and Police-Fire Employer Paid Retirement plan are also available at the election of the employee; both 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 leave and annual leave. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health benefits available to all employees may be accessed at <https://pebp.state.nv.us>. Other employee paid benefits such as deferred compensation plans are available.

**The Position Responsibilities and Requirements:**

The Nevada Department of Corrections is seeking qualified applicants for the position of Deputy Director for the Prison Industries Division. The mission of the NDOC is to improve public safety by ensuring a safe and humane environment that incorporates proven rehabilitation initiatives that prepare individuals for successful reintegration into our communities. Under the general direction of the Director of the Nevada Department of Corrections, this position is responsible for development, planning, supervision and fiscal management of the statewide correctional industries program and vocational education and training; and administers all industrial and agricultural programs for employment of offenders.

As such, the duties and responsibilities assigned to the position of Deputy Director for Prison Industries Division will include, but aren't limited to:

- Coordinate and direct the work of the State's industrial programs; formulate administrative policies and make administrative decisions to ensure compliance with Nevada Revised Statutes (NRS), administrative regulations (ARs), applicable State regulations and ACA

standards. Interpret program-related department policies and regulations as requested to the general public, community partners, and media. Develop a procedure manual for Prison Industries and review periodically to ensure compliance with ACA mandatory and non-mandatory standards.

- Supervise correctional and private industry personnel to ensure compliance with program policies and procedures. Plan, organize and assign work tasks. Address technical, administrative and policy questions regarding services provided. Ensure operational effectiveness and efficiency of correctional and private industry personnel.
- Serve in the capacity of department liaison with legislative committees, Governor's Office, local units of government, private sector business enterprises, and educational entities, on technical and programmatic matters pertaining to prison industries related goals, objectives, plans, initiatives, services, and accomplishments.
- Plan, supervise and coordinate all industry related programs for the Department. Integrate the program with other agency operations. Create a working environment as similar to the private industry as possible. Direct production, marketing, sales and fiscal affairs. Create and implement plans for developing new industries and expanding on existing ones. Identify markets for finished goods; and write specifications for new products. Ensure accountable and internal controls sufficient to inventory equipment, supplies and finished products.
- Prepare and control industrial budget. Analyze cost, sales and revenue figures and projections. Conduct cost/benefit studies on industry operations. Review pricing policies and estimate future capital needs.
- Develop and maintain a reporting system that includes cost records, marketing recommendations for sales goals, production costs and revenue projections. Ensure proper allocation of personnel, equipment and required resources to attain goals.

The candidate must have strong written and verbal communication skills, including public speaking ability; excellent organizational talents; the capacity to establish successful interpersonal relationships and teamwork. Ideally, the successful candidate will have demonstrated experience with industrial related programs and/or business enterprises; policy development; program oversight and marketing strategies.

**Licenses, Certificates, Degrees, or Credentials required for position:**

Bachelor's degree from an accredited college or university and four years of experience providing administrative oversight to private or public sector industries, two years of which must be specific to prison industries in a correctional institution or facility; and include experience expanding on existing industries, developing and implementing new industries, and testifying to the legislature regarding prison industries, plans, goals and initiatives; **OR** completion of 60 semester hours at an accredited college or university and five years of experience providing administrative oversight to private or public sector industries, two years of which must be specific to prison industries in a correctional institution or facility; and include experience expanding existing industries, developing and implementing new industries, and testifying to the legislature regarding prison industries plans, goals and initiatives **OR** an equivalent combination of education and experience above the high school level.

**To Apply:**

Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume must include a detailed description of your employment history, duties, number and level of staff supervised, and professional references to:

***Kenneth Goodly, Personnel Analyst 2, 3955 West Russell Road, Las Vegas, Nevada 89118 or email at [kgoodly@doc.nv.gov](mailto:kgoodly@doc.nv.gov).***

**Applications will be accepted until recruitment needs are satisfied**

Qualified individuals are encouraged to submit the application as early as possible, as this announcement may close at any time without notice.