



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – September 9, 2013

Deputy Administrator, Nevada Taxicab Authority

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time position that is appointed by and serves at the pleasure of the Taxicab Authority Administrator.

AGENCY RESPONSIBILITIES: The Taxicab Authority is responsible for regulating the taxicab industry in counties whose population is 700,000 or more. The mission of the Taxicab Authority is to provide for the safety, comfort and convenience of the taxicab users through the regulation of the taxicab industry in Clark County, including issuing and transferring Certificates of Public Convenience and Necessity to and between taxicab companies; determining the number of taxicabs authorized per certificated company; issuing, suspending and revoking drivers' permits; determining the safety, mechanical operation, and comfort standards of taxicabs; determining the fares to be charged, and conducting criminal investigations in conjunction with other law enforcement agencies.

APPROXIMATE ANNUAL SALARY:

Up to \$87,773.00 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.*)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

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:

Under general supervision and direction of the Taxicab Authority Administrator, directs, manages, supervises and coordinates assigned activities and operations. The Deputy Administrator will work directly with the Administrator and Chief Investigator to plan, pace and drive organizational development, including analysis and implementation of priorities, partnerships, and infrastructure needs.

TO QUALIFY:

Education and Experience

- Graduation from a college or university with a bachelor's degree in business, public administration, political science, criminal justice or other related field
- Five (5) years of progressively responsible supervisory, management or executive level experience, to include program development, fiscal analysis, budget preparation, personnel management, research and development of policies and procedures, and utilization of written and oral communication skills. An equivalent combination of education and experience may be considered.

The ideal candidate will possess:

- Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles; and of the principles and practices of public administration, management and personnel.
- The ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.
- A zest for effecting change and developing and managing 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.
- The ability to motivate and empower staff to be leaders and driven to make a positive difference.

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

APPLICATION:

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

- Personnel/Human Resources
- Employee Management
- Fiscal Analysis and Budget Development
- Program Development and Oversight
- Legislative and Regulatory Experience
- Written and Oral Communication Skills, including report preparation and oral presentations

POSITION LOCATION:

Las Vegas, 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:

Nevada Taxicab Authority

Administrator's Office

Attn: Barbara Webb

1785 E. Sahara Ave.

or email to: BAWebb@taxi.state.nv.us

In subject line please reference: Deputy Administrator

The State of Nevada is an Equal Opportunity Employer.