



STATE OF NEVADA  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION

Administrative Office  
3416 Goni Road, D-132  
Carson City, NV 89706

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RICHARD WHITLEY  
*Director*

JANE GRUNER  
*Administrator*

BRIAN SANDOVAL  
*Governor*

**DEPUTY ADMINISTRATOR**  
AGING AND DISABILITY SERVICES DIVISION

**Statewide**

Salary to \$108,540.00 (employee-employer-paid retirement plan)

The Department of Health and Human Services is seeking qualified candidates for the position of Deputy Administrator, Aging and Disability Services Division (ADSD). ADSD provides a variety of integrated services across the lifespan to support dignity, independence and self-determination for all. These programs include programs for seniors, infants and toddlers with disabilities, programs for persons with intellectual disabilities and related conditions, programs for persons with physical disabilities, and programs for children with autism spectrum disorder.

Under administrative direction of the Aging and Disability Services Division Administrator, the Deputy Administrator, has direct responsibility for the Developmental Services personnel and provides administrative oversight and coordination of statewide programs. Programs in this area include: three fully functional regional developmental services centers, a 24 hour Intermediate Care Facility, and the family preservation program.

The duties of this position include:

Provide administrative direction and supervision of staff; delegate responsibility to appropriate levels; develop and communicate work performance standards consistent with principles of effective management; evaluate the performance of subordinate supervisors and professional, technical and support staff; counsel and discipline staff as appropriate; review and authorize personnel actions as required.

Collaborate with other State division and department managers, and federal, county and local representatives to establish program goals, objectives, priorities and necessary funding; formulate and propose suggested revisions and improvements in programs, services; plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure.

Plan, organize and provide for statewide coordination and assist in the development and implementation of programs; Establish performance measures, policy and

procedures for each program area; identify areas of need and initiate appropriate action within resource constraints. Evaluate organizational performance in meeting program and operational objectives; identify and direct various units in taking necessary steps toward continuous improvement of services; provide narrative, statistical and oral reports on program and operational progress to the division administrator, department director, State legislators and other interested parties; evaluate effectiveness of programs in relation to established performance measures.

Develop and monitor the biennial and annual budgets for Developmental Services: provide oversight and coordination in development and maintenance of program budgets and contracts; monitor federal funding levels, fee collections, and related expenditure limits, and ensure compliance with all applicable regulations and grant requirements.

Manage development of proposed legislation and regulatory initiatives related to agency issues; draft agency-proposed legislation and prepare fiscal notes; research and analyze legislative proposals from outside entities and prepare responses; draft regulatory text and position statements and provide testimony to the legislature; conduct public workshops and hearings.

The Division has a biennial budget of approximately \$630 million and employs 975 staff. This is an unclassified position and serves at the pleasure of the ADSD Division Administrator. Statewide travel is required.

**Qualifications:** A Bachelor's degree or Master's degree with major course work in social work, human development and family studies, business administration, public administration or other field related to developmental or disability services and a minimum of four years of executive or managerial experience which included planning and administering social service programs serving seniors and/or individuals with disabilities; knowledge of the various aspects of developmental services and the issues and laws related to individuals with intellectual disabilities; knowledge of Medicaid-waiver programs; experience with and knowledge of the operations of a 24 hour facility; professional experience providing services or overseeing the provision of services to individuals with intellectual disabilities and related conditions; program planning, development and evaluation; public administration to include policy development, human resource management and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, programs and budgets before legislative committees; collaborating with governmental and private entities and families to develop and implement programs and services; management of supervisory staff.

**LOCATION:** This position may be located in Northern or Southern NV depending upon the needs of the division.

**BENEFITS:** Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**TO APPLY:**

Submit resume to: Sherri Vondrak  
Human Resource Officer  
Aging and Disability Services Division  
3416 Goni Road, Bldg D, #132  
Carson City, NV 89706  
Telephone: 775-684-4219  
E-mail: [SVondrak@adsd.nv.gov](mailto:SVondrak@adsd.nv.gov)

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reason for leaving position, salary history, and professional references. A State of Nevada/FBI background check will be required of the selected applicant. A pre-employment criminal history check and fingerprinting are required. Incumbent will be required to pay for these items.

Announcement Closes: URS