



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

(775) 687-4210 • Fax (775) 687-0574

adsd@adsd.nv.gov

ROMAINE GILLILAND
Director

JANE GRUNER
Administrator

BRIAN SANDOVAL
Governor

DEPUTY ADMINISTRATOR
AGING AND DISABILITY SERVICES DIVISION
Carson City, Nevada

Salary to \$107,465 (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 Aging Services personnel and provides administrative oversight and coordination of statewide programs. Programs in this area include: programs for seniors and programs for persons with physical disabilities (including Community Based Care, Elder Protective Services, State Health Insurance Assistance Program, Senior and Disability Rx, and Grants Management).

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.

Aging and Disability Services Division
Administrative Office
3416 Goni Road, D-132
Carson City, NV 89706
(775) 687-4210 ~ (775) 687-0574

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 Aging 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 \$600 million and employs 907 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, gerontology, business administration, public administration or other field related to aging and 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 aging and the issues and laws related to aging, elder care, and persons with disabilities; knowledge of Medicaid-waiver programs and of Medicare; professional experience providing services or overseeing the provision of services to seniors and/or individuals with disabilities; 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: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking and fishing,

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.

SPECIAL NOTE: All state employees are required to take 48 hours of unpaid furlough leave each fiscal year. Currently through June 2015.

TO APPLY:

Submit resume to: Sherri Vondrak
Human Resources 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

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.

Announcement Closes: URS