



DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – December 29, 2016

Deputy Administrator, Nevada Real Estate Division

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 Real Estate Division Administrator.

AGENCY RESPONSIBILITIES: The Real Estate Division is responsible for regulating the real estate marketplace in Nevada. The mission of the Real Estate Division is to safeguard and promote public interest in real estate transactions by developing an informed public and a professional real estate industry. The Real Estate Division licenses real estate professionals and conducts inspections, audits, investigations, and works with licensees, homeowners, real estate buyers and sellers, homeowners associations, hotels, timeshares, property managers, developers and industry associations to provide for a fair and robust real estate market in Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$84,048.00 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.*)

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 Division Administrator, directs, manages, supervises and coordinates assigned activities, operations, programs and staff. The Deputy Administrator will work directly with the Administrator 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 minimum of a bachelor's degree.
- Five (5) years of progressively responsible supervisory, management or executive level experience, to include program development, fiscal analysis, budget preparation, personnel management, customer service, 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:

- The acumen to understand local, state, and federal laws and regulations; knowledge of business and management principles involved in strategic planning, resource allocation, and leadership techniques; the ability to understand and assist in preparing a State budget; and of the principles and practices of public administration, management and human resources.
- The ability to direct and organize program activities; to establish program goals and objectives that support the agency's 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 organizational goals and objectives in an expedient manner.
- The ability to motivate and empower staff to be customer service leaders and driven to make a positive difference.

Persons offered employment in this position may be required to submit to a pre-employment fingerprint criminal history check, and must comply with NRS 645.130: *may not maintain an interest in any real estate firm or brokerage firm, nor act as a broker or salesperson or agent therefor.*

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
- Any Legislative and Regulatory Experience
- Written and Oral Communication Skills, including report preparation and oral presentations

POSITION LOCATION:

Carson City, 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 Department of Business & Industry

Director's Office

Attn: Tawny Polito

1830 College Parkway

Carson City, NV 89706

or email to: tawnypolito@business.nv.gov

In subject line please reference: Deputy Administrator Real Estate

The State of Nevada is an Equal Opportunity Employer.