

STATE OF NEVADA

BRIAN SANDOVAL
Governor

CODY L. PHINNEY, MPH
Administrator

RICHARD WHITLEY, MS
Director



TRACEY D. GREEN, MD
Chief Medical Officer

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH**
4150 Technology Way, Suite 300
Carson City, Nevada 89706
Telephone: (775) 684-4200 · Fax: (775) 684-4211

**DEPUTY ADMINISTRATOR, COMMUNITY SERVICES
Division of Public and Behavioral Health
Salary to \$108,540 (employee/employer-paid retirement schedule)**

Under the general direction of the Division Administrator, the incumbent provides leadership and oversight over the community services branch in the Division including the Bureau of Child Family and Community Wellness, Bureau of Behavioral Health, Wellness and Prevention, Office of Public Health Informatics and Epidemiology, Environmental Health Services, Mental Health Administrative Programs, Planning & Quality, and Quality Improvement & Performance Management and the Chief Biostatistician. They will participate in ensuring compliance with Federal and State laws, regulations and policies; monitor Division operations through review of management information, quality assurance and program evaluation reports and on-site visits; monitor Executive Branch, Legislative Branch and federal grants; participate in the research and development of program legislation and program initiatives; develop comprehensive reports and recommendations; provide testimony before committees, boards and the legislature; participate in the development and monitoring of 11 operating budgets for state general fund and multiple federal grants; provide guidance to agency managers regarding licensing, regulation enforcement and education, health planning, and health resource issues; coordinate with and represent the Division's interests to a variety of public and private agencies, advisory boards, committees and stakeholders; provide administrative direction and supervision to assigned staff.

The Division has a biennial budget of approximately \$718 million per year and employs 1,713 staff.

This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in public health, public policy, health policy, policy science, health services administration, psychology, nursing, social work, business administration, public administration, or a related field and a minimum of four years of managerial experience which included experience in planning, administering and evaluating a comprehensive human services program collaborating with governmental and private entities and stakeholders; representing agency interests before a variety of entities; supervision and training of supervisory and professional staff; developing and administering a complex budget; interpreting and implementing Federal and State laws and regulations; OR an equivalent combination of education and experience.

Division of Public and Behavioral Health:

"To protect, promote and improve the physical and behavioral health of the people in Nevada."

LOCATION: The position is located in Carson City, Nevada.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

TO APPLY:

Submit resume to: Susie Bargmann, Personnel Officer
Division of Public and Behavioral Health, Human Resources
4150 Technology Way, Suite 300
Carson City, NV 89706
Telephone: 775-684-5972
e-mail: sbargmann@health.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. Please complete attached supplemental questionnaire. A criminal history background check is required as a condition of employment.

Announcement will remain open until recruitment needs are satisfied.

SUPPLEMENTAL QUESTIONNAIRE

**DEPUTY ADMINISTRATOR, COMMUNITY SERVICES
Division of Public and Behavioral Health**

YOUR NAME: _____

YOUR CURRENT OR MOST SIGNIFICANT EMPLOYER RELATED TO MANAGERIAL EXPERIENCE WITH STRATEGIC PLANNING, PROJECTS AND PROGRAMS, BUDGETS, LEGISLATION, POLICY DEVELOPMENT, AND RESOURCES:

YOUR JOB TITLE: _____

THE TITLE OF THE PERSON YOU REPORT TO: _____

APPROX. POPULATION OF THE AREA SERVED BY THE ORGANIZATION: _____

APPROX. NUMBER OF INDIVIDUALS SERVED BY THE ORGANIZATION: _____

YOUR ANNUAL BASE SALARY: _____

TOTAL NUMBER OF STAFF IN THE ORGANIZATION: _____

TOTAL NUMBER OF STAFF THAT REPORT DIRECTLY TO YOU: _____

INDIRECTLY TO YOU: _____

JOB TITLES OF STAFF THAT REPORT TO YOU:

DOLLAR AMOUNT OF ORGANIZATIONAL BUDGET FOR WHICH YOU ARE RESPONSIBLE, IF ANY: \$ _____

FUNDING SOURCES FOR THE BUDGET: _____

FUNCTIONAL AREAS OF THE ORGANIZATION FOR WHICH YOU ARE RESPONSIBLE TO ADMINISTER:

WHY DO YOU BELIEVE YOU ARE QUALIFIED TO LEAD THE DIVISION OF PUBLIC AND BEHAVIORAL HEALTH'S COMMUNITY SERVICES BRANCH?

Division of Public and Behavioral Health:

“To protect, promote and improve the physical and behavioral health of the people in Nevada.”