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## DEPARTMENT OF AGRICULTURE

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### UNCLASSIFIED JOB ANNOUNCEMENT

Posted November 4, 2015

### DEPUTY ADMINISTRATOR, FOOD & NUTRITION DIVISION NEVADA DEPARTMENT OF AGRICULTURE

**RECRUITMENT OPEN TO:** This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director, Nevada Department of Agriculture.

**THE POSITION:** This position serves under the direction of the Food and Nutrition Division Administrator and is responsible for assisting with the management of United States Department of Agriculture (USDA) child nutrition and commodity food programs that include National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Fresh Fruit and Vegetable Program (FFVP), School Wellness policy, Child and Adult Care Food Program (CACFP) Summer Food Service Program (SFSP), Residential Child Care Institution Program (RCCI), Child Nutrition USDA Food Support, Senior Farmer's Market Nutrition Program (SFMNP), Nutrition Service Incentive Program (NSIP), The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), Disaster Feeding, State Processing Program, Food Distribution Program on Indian Reservations (FDPIR) and the Dairy Product Safety Testing. The incumbent will be involved with public meeting presentations, assisting with the development of division goals and objectives and establishing strategic plans.

This position is the highest management position located in the Department of Agriculture's southern headquarters office, and, as such, will have responsibility for working collaboratively with other department management and staff, representatives of other state agencies, federal and local jurisdictions, vendors, industry representatives and others in the community to coordinate program activities, provide and obtain information, resolve problems and represent the department in southern Nevada. The successful candidate for this position must have proven management skills and experience in the development of effective partnerships and working relationships with non-profit and for-profit organizations, school districts, charter schools, business and industry, and local, state, and federal government.

**LOCATION:** Las Vegas, Nevada. Las Vegas offers metropolitan living with a wide range of entertainment and recreational activities and is the leading financial and cultural center for Southern Nevada. Located in the Mojave Desert region, the subtropical hot desert climate provides abundant sunshine year round and short, mild winters. Low taxes and no state income tax.

**APPROXIMATE ANNUAL SALARY:** Up to \$88,651 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 choice of health insurance plans; eleven paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the state retirement options may be accessed at [www.nvpers.org](http://www.nvpers.org). Current health and dental benefits provided to all state employees is available at [www.pebp.state.nv.us](http://www.pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**TO QUALIFY:** Preference will be given to candidates with a Bachelor's degree from an accredited college in nutrition, food science, hospitality, family and consumer sciences, business, or directly related field and at least five years of experience in the regulation of a federally funded program. Preferred experience in community nutrition, addressing hunger issues, management of a USDA child nutrition or commodity food program, supervision of personnel; familiarity and experience in state administration of a federal program, legislative and budgeting procedures. Successful candidates will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy and social skills;
- Knowledge and application of current management trends and principles;
- Ability to direct multiple programs involving multi-disciplinary staff;
- Effective communication of ideas and principles through public speaking and concise written documents;
- Application of a code of ethics in the business environment;
- Ability to form and maintain positive working relationships with employees, sponsoring agencies, industry, local government, state and federal organizations;
- Knowledge of hunger issues and federal programs to address hunger;
- Application of fiscal policy; and
- Knowledge of legislative processes.

**ADDITIONAL REQUIREMENTS:** Please respond to the following questions and limit your response to one page per question. Responses should include timeframes; reference to specific regulation or statute, when applicable; and level of responsibility in each position as it relates to experience in the question:

1. Describe your experience working with non-profit advocacy groups and/or school districts.
2. Describe your experience and strengths relative to resource management, both human and equipment.
3. Describe your experience with bringing individuals together to arrive at a consensus.
4. Describe your experience in fiscal management.
5. Describe your supervisory experience, including number and occupations of employees.
6. Describe your experience with building an organizational framework.

**SELECTION PROCESS:** All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five references. Candidates determined to have the best qualifications will be invited to Las Vegas for an interview at their own expense.

**SUBMIT RESUMES/DIRECT INQUIRIES TO:**

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*The State of Nevada is an Equal Opportunity Employer.*