

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR****UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – July 24, 2015

Deputy Director-Office of Business, Finance, and Planning**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. Resumes will be accepted until the position is filled. All resumes will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Department of Business and Industry.

DEPARTMENT RESPONSIBILITIES:

The Department of Business and Industry is a diverse organization that is comprised of the Director's Office and 13 unique divisions: Athletic Commission, Attorney for Injured Workers, Employee Management Relations Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Manufactured Housing Division, Real Estate Division, Taxicab Authority, Nevada Transportation Authority, and Mortgage Lending Division. The Consumer Affairs Unit also is housed in the Director's Office. The Department's mission is to encourage and promote growth and development of business within the State of Nevada, while protecting the public through fair and consistent regulation of business and industrial enterprises in accordance with Nevada Revised Statutes: "Growing Business In Nevada."

APPROXIMATE ANNUAL SALARY:

Up to \$98,880.00 plus benefits * (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan also is 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: The Department of Business and Industry is empowered to assist businesses through its various programs. The Office of Business, Finance, and Planning (OBFP) serves as an advocate for small businesses in their dealings with State government agencies and assists businesses to structure financing deals through available financing programs. The position will continue to develop the "access to capital" platform and small business roundtables while performing small business advocacy. This position reports to the Director of the Department of Business and Industry. The Deputy Director, Office of Business, Finance and Planning functions out of the Director's Office and works closely with the Director and Deputy Director of Administration and Programs on a management team supporting all of the divisions within the

Department. This position also will manage the Las Vegas Director's Office Staff including the Consumer Affairs Unit and the Ombudsman for Minority Affairs. This position is responsible for promoting and attracting new sources of capital for small business, engaging statewide resource partners to facilitate coordination of services for the small business sector, and addressing community needs and service gaps. Additionally, this position oversees the monitoring of qualified business loans made available under the New Market Job Act and supports the Governor's job creation goals through the development of the small business sector with comprehensive programs and services. This position also is responsible for the constituent services within the Las Vegas Director's Office and providing constituents timely responses for their concerns. This position also maintains and updates B&I's online resource portal which provides resources for Nevada businesses on the Department's current one-stop business portal. The position also works with the staff to produce the annual Governor's Conference on Business and other events. The Deputy Director, Office of Business, Finance and Planning also assists the Department and management team in the State budget building process.

QUALIFICATIONS/REQUIREMENTS:

- At least five years of progressively responsible experience in a business, regulatory or management environment.
- Four-year college degree in business or public administration, economics, finance, or related field, or management equivalent.
- Proven ability to read, analyze and interpret policies and procedures, statutes and regulations.

POSITION LOCATION/TRAVEL: Las Vegas, Nevada. Periodic in-state travel required.

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:

Email to: dibart@admin.nv.gov

In the subject line please reference: Deputy Director, Office of Business, Finance, and Planning
Or

Agency HR Services

Attn: Hope DiBartolomeo

555 E. Washington Ave., Suite 1400

Las Vegas, NV 89101

The State of Nevada is an Equal Opportunity Employer.