



**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
DIRECTOR'S OFFICE**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | [www.admin.nv.gov](http://www.admin.nv.gov) | Fax: (775) 684-0260

**Announces a Recruitment for the Position of  
Deputy Director - Administration**

**RECRUITMENT:** The Nevada Department of Administration is seeking qualified applicants for the position of Deputy Director - Administration. This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that is appointed by and serves at the pleasure of the Director of Administration.

**DEPARTMENT RESPONSIBILITIES:** The Department of Administration is a diverse organization that is comprised of 11 unique divisions: Administrative Services Division, State Public Works Division, Hearings and Appeals Division, Fleet Services Division, Risk Management Division, Purchasing Division, Division of Human Resources, Nevada State Library and Archives, Division of Enterprise IT Services, Grants Office, and Victims of Crime Program.

The Department's mission is to serve Nevadans and help our customers by providing efficient and effective solutions.

**POSITION RESPONSIBILITIES:** The Deputy Director of Administration functions out of the Director's office and works closely with the Director in providing leadership and support to all of the Divisions within the Department. This position is responsible for working closely with Division Administrators, Division of Human Resource Management, Attorney General's Office, Legislative Counsel Bureau, and others as required. This position is responsible for ensuring all divisions within the department are adhering to departmental policies relating to administration, these include: personnel, fiscal, information technology, performance management and other related administrative functions. This position will also take a leadership role in developing consistent and effective policies and practices across the divisions.

**QUALIFICATIONS/REQUIREMENTS:**

The ideal candidate will possess:

- Demonstrated knowledge of business and management principles successfully executed in the areas of leadership, budgeting and resource allocation.

- Established competence in written and verbal communications, as this position may be responsible for presentations to legislative bodies, agency leaders, industry representatives and Department staff. This position may also serve as a member of various committees.
- Proven history of effectively managing available resources in problem-solving, consensus-building and collaborative efforts to achieve organizational goals;
- At least five years of progressively responsible experience in management and administration, preferably in a public sector environment;
- Four-year college degree in business or public administration, economics, political science, human resources management, or related field;
- Proven ability to read, analyze and interpret statutes and regulations.

**ANNUAL SALARY:** Up to \$118,200.00.\*

\*Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.

**BENEFITS:** The State of Nevada offers an excellent benefit package that 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 a deferred compensation plan are also available.

**LOCATION/TRAVEL:** The position will be based in Carson City. Periodic in-state travel is required.

**RESUMES WILL BE ACCEPTED UNTIL:** Position is filled. Applications will be reviewed upon receipt.

**INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:**

Deborah A. Harris, M.A.  
Agency HR Services  
400 W. King Street, Suite 406  
Carson City, NV 89703  
Fax – 775-687-1150  
E-mail: [daharris@admin.nv.gov](mailto:daharris@admin.nv.gov)

**Resumes should include a detailed description of educational achievement and employment history including the name and address of employers, scope of responsibility, reason for leaving, and professional references. In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.**