



GOVERNOR'S OFFICE OF ENERGY

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – July 25, 2016

Deputy Director, Governor's Office of Energy

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 of the Office of Energy.

AGENCY RESPONSIBILITIES:

The mission of the Governor's Office of Energy is to ensure the wise development of Nevada's energy resources in harmony with local economic needs and to position Nevada to lead the nation in renewable energy production, energy conservation, and the exportation of energy. GOE implements the laws of the State as defined in the Nevada Revised Statutes 701 and 701A; manages energy-related programs; facilitates cooperation between key stakeholders; advises the Governor on energy policy; and collaborates with local, regional, and federal partners to ensure a reliable and sustainable energy system.

APPROXIMATE ANNUAL SALARY:

Up to \$84,048 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:

This position reports to the Director of the Office of Energy. The Deputy Director is responsible for overseeing the operations of a 13-person department. Six individuals are direct reports (i.e., Energy Program Managers (3), Grants & Fiscal Manager, Public Information Officer, Administrative Assistant).

The Deputy is responsible for the office's overall operations and budget accountability. Operational activities include hiring; mentoring, preparing performance standards; conducting evaluations; assigning and directing work; and monitoring the status of the programs, budgets and grants in the office.

This position will be the primary contact for all human resources and personnel issues impacting the Department including, tracking and responding to grievances, assisting in reclassification issues, testifying at the Personnel Commission, and working with Divisions and the Division of Human Resource Management on any other human resources and personnel issues. Additionally, this position will assist in the formulation, development and monitoring of comprehensive agency and/or program budgets; solving fiscal issues impacting the Department; will research and compile information regarding proposed purchases, expenditures and contracts; prepare and present oral and written justifications for budget proposals or legislation to the Legislature or other State bodies; compare expenditures against spending authority; approve transactions; develop revenue and expenditure forecasts by analyzing historical fiscal data and trends and assessing program needs.

This position will also ensure that all employees within the agency are adhering to internal controls, policies and procedures and will take a leadership role in developing and maintaining consistent and effective policies and practices. In addition, this position will take a leadership role in preparing the agency strategic plan.

TO QUALIFY:

The desirable candidate should possess experience in management and administration, preferably in personnel or human resources management; the ability to communicate effectively both orally and in writing; public speaking skills; the ability to establish and maintain positive working relationships with GOE staff, staff from other agencies, and the public; and possess sufficient financial/accounting skills to oversee the agency budget.

The Deputy Director should have the ability to assist the Director in performing the duties of NRS 701 and 701A. Experience in financing or development of energy programs, understanding clean energy technologies, and energy policy is desirable.

A Bachelor's degree from an accredited college or university and an advanced degree is preferred.

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:

Kathleen Kirkland, Personnel Officer

400 West King St. Ste. 406

Carson City NV 89703

775.684.0209 or, please submit via email to:

kkirkland@admin.nv.gov

In subject line please reference: **Deputy Director**

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.

The State of Nevada is an Equal Opportunity Employer.