

Nevada State Board of Cosmetology  
1785 E Sahara Avenue  
Suite 255  
Las Vegas, NV 89104  
(702) 486-6542



Nevada State Board of Cosmetology  
4600 Kietzke Lane  
Building O, Suite 262  
Reno, NV 89502  
(775) 688-1442

**[www.cosmetology.nv.gov](http://www.cosmetology.nv.gov)**

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## **DEPUTY EXECUTIVE DIRECTOR - UNCLASSIFIED POSITION**

**Recruitment:** This is an open competitive recruitment, open to all qualified persons.

**Resumes and Applications** accepted through close of business on August 28, 2014. Application forms may be obtained from the Las Vegas or Reno office or the Board's website at:  
[www.cosmetology.nv.gov](http://www.cosmetology.nv.gov)

**Interviews:** Selected candidates will be interviewed on Monday, September 8, 2014.

**Approximate Annual Salary & Benefits:** Starting salary is \$70,804.08 (Grade 45 Step 1). Medical, Dental and Vision insurance programs are available; paid vacation and sick leave; retirement plan (PERS) and other available benefits.

**Submit Cover Letter, Resume and Application to:**

Gary K. Landry – Executive Director  
State of Nevada Board of Cosmetology  
1785 E. Sahara Suite 255  
Las Vegas, NV 89104  
[gklandry@nvcosmobd.nv.gov](mailto:gklandry@nvcosmobd.nv.gov)  
Fax # (702) 369-8064

**Recruiting For:** A new position, Deputy Executive Director who reports directly to the Executive Director

**The Position:** Under general direction of the Executive Director, the Deputy Executive Director assists in the administration of the strategic direction of the agency along with the day-to-day operations of the Nevada State Board of Cosmetology. This person provides information and advice as required by the Executive Director. Leadership responsibilities include participation in developing a vision and strategic plan to guide the agency and act as a professional advisor to the Executive Director on all aspects of the agency's activities. Board meeting responsibilities include preparing meeting agendas and supporting materials; assistance in coordination and scheduling, as well as attendance of Board and Committee meetings. Operational planning and management responsibilities include developing an operational plan which incorporates goals and objectives that work towards the strategic direction of the agency and ensuring that the operation of the agency meets the expectations of its licensees, Board, legislators, and the Governor. Program planning and management includes overseeing the planning, implementation and evaluation of the agency's programs and services and ensuring that the programs and services offered by the agency contribute to the agency's mission and reflect the priorities of the Board. Human resources planning and management includes assisting the Executive Director to determine staffing requirements for organizational management and program delivery. Financial

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planning and management includes working with staff to prepare the annual budget for approval by the Board; administer the approved budget; and recommend budget adjustments to the Board. Community relations and advocacy includes communicating with stakeholders to keep them informed of the work of the agency and to identify changes in the community served by the agency. Risk management work includes identifying and evaluating the risks to the agency's people (clients, staff, management and volunteers), property, finances, goodwill, image and implement measures to control those risks.

**Minimum Qualifications:** Bachelor's degree from an accredited college or university in business, public administration, justice administration, education, finance administration or other closely related fields and a minimum of eight years of increasing experience at a supervisory level. A master's degree in Business Administration (MBA), Management, or Public Administration is desirable, but not mandatory.

**Knowledge, Skills, and Abilities:** Must have knowledge of leadership and management principles; ability to read and understand all federal and state legislation applicable to the cosmetology profession; human resources management; financial management and project management. Proficiency in the use of computers for word processing; financial management; E-mail; Internet; testing; licensing and inspection. Skills in adaptability, ethical behavior, relationship building, effective communications, creativity and innovation, focus on clients' needs, teamwork building, leadership, decision making, organizational operations, planning, problem solving, and strategic thinking