



**STATE OF NEVADA
DEPARTMENT OF TAXATION**

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CHRISTOPHER G. NIELSEN
Executive Director

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Deputy Executive Director – Information Technology

Department of Taxation

Carson City, Nevada

Salary to \$107,465* (employee/employer-paid retirement plan)

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

The Department of Taxation is seeking qualified candidates for the position of Deputy Executive Director Information Technology (IT). The incumbent in this position reports to the Chief Deputy Executive Director and will be responsible for planning, organizing, and directing the IT activities at the Department.

RESPONSIBILITIES INCLUDE:

- Plans, organizes, administers, reviews and evaluates the activities of professional, technical and office support staff through subordinate managers and supervisors. Contributes to the overall quality of information technology's services by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Supervise subordinate managers, supervisors and staff, including hiring, determining workload, delegating assignments, and training, monitoring and evaluating performance, and taking disciplinary action.
- Ability to synthesize and present complex solutions in an understandable format to leadership.
- Ability to prioritize and adapt plans when necessary
- Development, planning and implementation of goals, objectives, policies, procedures and work standards.
- Research and development of IT legislative proposals.
- Participation in the development and administration of the Department's IT budget. Present and justify division or department-wide IT budgets for review and approval and testify before Executive and Legislative groups as required.
- Overall responsibility for the development, implementation, monitoring and maintenance of the Department's information security to protect against the unauthorized access, use, disclosure, disruption, modification, perusal, inspection, recording or destruction of taxpayer data.
- Serve as the information technology liaison for project management. Coordinate technical and fiscal resources appropriately to accommodate project timelines. Maintain professional working

relationships with other divisions and interface with other technical and non-technical personnel internally and throughout the State.

- Utilize contract and vendor management skills in the fulfillment of organizational goals.
- Participate in State IT activities and policy-making activities and/or serve on various ad hoc committees and work groups as needed.

QUALIFICATIONS / REQUIREMENTS: Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and 5 years of progressively responsible professional IT experience which involved strategic planning, project management, quality assurance, and computer operations, systems administration, network administration, database administration, applications analysis and development, or information security; OR an equivalent combination of education and experience.

Persons offered employment in this position must submit to a pre-employment fingerprint criminal history check.

LOCATION / TRAVEL: The position is based in Carson City, NV. Periodic travel in-state and out-of-state will be required.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holiday each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

**Please Note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME / DIRECT INQUIRIES TO:

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Executive Assistant
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