

Brian Sandoval
Governor



Julia Teska
State Budget Director

Stephanie Day
Deputy State Budget Director

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Budget Division

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

UNCLASSIFIED JOB ANNOUNCEMENT

DEPUTY STATE BUDGET DIRECTOR

The State of Nevada, Department of Administration, Budget Division is seeking highly qualified candidates to interview for the position of Deputy State Budget Director. Qualified applicants should submit resumes. Full details on how to apply are below. ***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).***

The Position:

The Deputy State Budget Director is appointed by and serves under direction of the Department of Administration, State Budget Director. This position is responsible for developing and maintaining a fiscally sound State budget while complying with budgeting rules, regulations and statutory requirements. This position engages in strategic planning, developing and administering regulations, policies and procedures, represents the Department and Budget Division publicly including conferences, committees, and testifying before the Nevada Legislature and other public bodies. The successful incumbent establishes and maintains effective relationships with agencies, governor's office staff, legislative staff and legislators to effectively communicate, administer and present budget related matters. This position also supervises, leads and directs Budget Office staff.

Position Location:

Carson City, Nevada.

Approximate Annual Salary:

Up to \$117,030 plus benefits. Salary range reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced salary. ***Please note:*** Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction for the required furlough.

Minimum Qualifications:

A bachelor's degree from an accredited college or university and 3 years of high level management experience in state government which included accounting or budget management. Experience must demonstrate a thorough knowledge of the Nevada Executive Budgeting process and accounting systems. Or an equivalent combination of education and experience.

The ideal candidate will also possess:

- Excellent written and oral communications skills.
- The ability to effectively work with all stakeholder groups.
- The ability to create an atmosphere of trust and mutual respect.
- An extensive knowledge of the organization and operations of state departments, agencies and institutions, and of statutes and regulations governing state budgeting and accounting.

Applicant Selection Process: Applicant submittals will be reviewed to determine the most qualified individuals at the discretion of the Director. Selected individuals will be contacted for interview.

Benefits:

The State benefits package includes paid health, Vision, dental, life and disability insurance; 11 paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health and dental benefits provided to all state employees is available at www.pebp.state.nv.us. Other optional benefits are also available, including a deferred compensation program.

SUBMIT RESUMES TO:

Department of Administration, Division of Human Resource Management

Attn: Beverly Ghan

209 E. Musser St.

Carson City, NV 89701

bghan@admin.nv.gov

(In subject line of email: Deputy State Budget Director)