

BRIAN SANDOVAL  
Governor

STATE OF NEVADA

Vacant  
Director

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## DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> Street  
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Website: <http://www.agri.nv.gov>

## THE NEVADA DEPARTMENT OF AGRICULTURE DIRECTOR

**Closing date November 30, 2018**

**THE POSITION:** This unclassified position is appointed by the Nevada Board of Agriculture, with approval by the Governor. The director plans, organizes, and directs statewide policy to protect public health and to promote the efficient, orderly and economical conduct of the various activities for the encouragement, advancement and protection of the food and agriculture industries of Nevada.

The director is the non-voting secretary for the Board of Agriculture, is the ex officio State Sealer of Weights and Measures, is the ex officio State Quarantine Officer and also serves as an ex officio member of the Sagebrush Ecosystem Council. The position also serves as a voting member of the State Environmental Commission. The incumbent will represent the state as a member of the National State Departments of Agriculture through the Western Association of State Departments of Agriculture. The incumbent will also represent the state as a member of the Western United States Agriculture Trade Association.

The incumbent must be an innovative leader with proven management skills and a solid understanding of agriculture and its related industries. The incumbent directs all functions of the department (through its employees) and is responsible for preparation of the biennial budget request, strategic plan development and implementation, accountability measures and controls, and development of effective partnerships and working relationships with industry, local government, state and federal organizations. Travel up to 30 percent of the time is to be expected.

The Nevada Department of Agriculture has 5 divisions, Administration, Animal Industry, Consumer Equitability, Food and Nutrition and Plant Industry, employing 125 full time staff. The main office is in Sparks, and branch locations are in Elko and Las Vegas. There are Animal Disease Laboratories in Sparks and Elko, Metrology and Petroleum laboratories in Sparks and Las Vegas, and Plant Industry laboratories in Sparks and Las Vegas. For fiscal year 2018, the annual budget for the department is \$220 million, composed of General Fund Appropriation, federal funds, fees and charges for services.

### **APPROXIMATE ANNUAL SALARY:**

Up To \$127,906 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.

## STATE OF NEVADA

Nevada is a rapidly growing and diverse state. It has long been a world class leader in diverse industries such as entertainment and hospitality, logistics, and mining. Nevada is a state steeped in history and its frontier past, but Nevada has always been and continues to be an innovator. Nevada is home to a growing number of companies in information technology, aerospace, and alternative energy. With growth comes increased demands for state services, a growing tax base, and an opportunity to maintain and expand the infrastructure of the State of Nevada to better serve its citizens.

## BENEFITS

The State of Nevada provides excellent benefits to employees, which include:

- Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>
- Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred account. More information is available at: <http://defcomp.nv.gov/>
- Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and maximum 120 hours of annual sick leave. More information is available at: <http://hr.nv.gov/>
- Health Plan – Nevada offers multiple health insurance options to meet the varied health care needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available at: <https://pebp.state.nv.us/>
- Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>
- Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>
- Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>
- An employer paid retirement compensation schedule is also available at a reduced gross salary.
- Nevada has no personal income tax.

**LOCATION:** Sparks, Nevada

**EDUCATION AND EXPERIENCE:** Nevada Revised Statute 561.125 requires graduation from an accredited college or university and at least five years' experience in official agricultural or livestock regulatory work, public administration, accounting or business administration.

Successful applicants will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy and social skills
- Knowledge and application of current management trends and principles
- Ability to direct multiple programs involving multi-disciplinary staff
- Effective communication of ideas and principles through public speaking and concise written documents
- Application of a code of ethics in the business environment
- Ability to form and maintain positive working relationships with employees, industry, local government, state and federal organizations
- Knowledge of agriculture, related industries and economic importance
- Application of fiscal policy
- Knowledge of legislative processes

**ADDITIONAL REQUIREMENTS:** Supplemental Questions.

Please limit your response to one page per question. Where applicable please include dates and reference to specific city, county, state, federal or other statutes.

1. Describe your experience in the food and agriculture industry (livestock, crops, pests, food manufacturing, etc.).
2. Describe your experience in regulating food and agriculture.
3. Describe your experience in applying policy.
4. Describe your experience in public administration.
5. Describe your experience in accounting and/or fiscal management.
6. Describe your experience in business administration.
7. Describe your leadership philosophy.
8. Describe your supervisory background.

**SELECTION PROCESS:** The selection process is conducted under Nevada's Open Meeting Law. Applications will be reviewed to determine those applicants with the knowledge, skills, and abilities required for the position. Successful applicants will be invited to Sparks for an interview at their own expense. Final selection will be by the Nevada Board of Agriculture, with approval from the Governor.

A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.

*Please note: in accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the Board of Agriculture will be held in an open public meeting.*

*Pursuant to NRS 561.115 the director of the Department of Agriculture must be appointed by the Board of Agriculture with approval by the Governor.*

## SELECTION PROCESS TIMELINE:

*Please note, meeting dates and locations are subject to change. \*Meetings at which applicant presence is required are denoted with an asterisk.*

Open meeting schedule	Date/Location
Review of applicant packets by board	December 12, 2018 – Las Vegas, NV
First round interviews <i>*Applicant required in person</i>	December 19, 2018 – Sparks, NV
Second round interviews (if needed) <i>*Applicant required in person</i>	January 2, 2019 – Sparks, NV

**To be considered, submit a cover letter, resume, the names, phone numbers and email addresses of five professional references, and responses to all the supplemental questions provided above to:**

Executive Assistant Alora Bartosz  
[a.bartosz@agri.nv.gov](mailto:a.bartosz@agri.nv.gov)

In the subject line, please reference: Director, Nevada Department of Agriculture

**In your cover letter, please indicate how you heard about this position. If you heard about this position through a website, please verify which website.**

***The State of Nevada is an Equal Opportunity Employer.***

Please visit <http://www.agri.nv.gov> for more information about the department.