

## **RECRUITING ANNOUNCEMENT**

### **Director of Administration**

Location: Carson City, NV

The Nevada Governor's Office of Economic Development (GOED) seeks an experienced professional to lead and manage the agency's administrative and fiscal operations.

#### Duties

##### Primary

- Responsible for all fiscal management, accounting, budgeting and administrative operations
- Formulate, develop and monitor comprehensive agency and program budgets
- Oversee infrastructure project financing (e.g. bonds, securities, tax increment areas, special districts) pursuant to [Senate Bill 1](#) of the 29<sup>th</sup> Special Session of the Nevada Legislature
- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the objectives of our organization
- Establish and monitor internal control procedures and reporting processes
- Provide timely, accurate and complete reports on the operating condition of the agency and programs
- Present at meetings, before the Nevada legislature, and to other executives;
- Plan, organize and administer a comprehensive personnel services program
- Foster a success-oriented, accountable environment

##### Secondary

- Form or serve on board, committees, task forces to coordinate planning and activities
- Identify and advance necessary and appropriate changes in law, regulation, or process
- Appropriately represent GOED and the State in all interactions with partners and stakeholders

#### Preferred Knowledge, Skills, and Abilities:

- Demonstrated experience in high-level accounting and financial administration, as well as human resources, information technology, and regulatory administration
- Skilled in organizational development and personnel management
- Excellent interpersonal skills, with an ability to partner with a dynamic leadership team
- Flexible and able to multitask; can help lead a diverse, fast-moving organization
- Bachelor's Degree in applicable field required
- Minimum of 7 years of relevant experience required

Salary and Benefits:

\$104,000 - \$111,000 annually. Salary reflects retirement (PERS) contribution by both the employee and the employer. This is a full-time/non-classified/exempt position.

Location:

This position will be based in Carson City, Nevada.

Travel Requirements:

Regular travel within the state will be required.

To Apply:

Please forward resumes to  
Nevada Governor's Office of Economic Development  
Attn: Cory Hunt  
808 West Nye Lane  
Carson City, Nevada 89703

Or via e-mail to [mschierholt@diversifynevada.com](mailto:mschierholt@diversifynevada.com)

Application Deadline:

Resumes will be accepted until recruitment needs are satisfied.