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Division of Water Resources
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Division of State Parks
Division of State Lands

State Historic Preservation Office
Nevada Natural Heritage Program
Conservation Districts Program
Sagebrush Ecosystem Program
Off-Highway Vehicles Program

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Nevada Department of Conservation and Natural Resources

UNCLASSIFIED JOB ANNOUNCEMENT

DIVISION ADMINISTRATOR Nevada Division of Outdoor Recreation

Salary up to \$95,931 (Employee/Employer-Paid Retirement Schedule)

The Department of Conservation and Natural Resources is seeking qualified candidates for the position of Administrator of the Nevada Division of Outdoor Recreation, a new division within the Department established through [Assembly Bill 486](#) of the 2019 Legislative Session. This is an appointed position that serves at the pleasure of the Director of the Department of Conservation and Natural Resources. This is a full-time, exempt unclassified position.

POSITION SUMMARY: The Administrator is responsible for directing and supervising all administrative, fiscal, budget and technical activities, as well as all programs administered by the Nevada Division of Outdoor Recreation.

Responsibilities include serving as head of the Division; serving as the Executive Director of the Advisory Board on Outdoor Recreation; collaborating with a variety of public, private, and nonprofit organizations to advance outdoor recreation and business development; marketing and promoting Nevada's vast recreational opportunities; applying for and administering outdoor recreation grants; and ensuring a healthy and sustainable outdoor recreation economy that centers on protecting natural resources, among numerous other responsibilities.

APPROXIMATE ANNUAL SALARY:

Salary up to \$95,931. (Salary range reflects Public Employees' Retirement System contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.)

BENEFITS:

The State benefits package includes a retirement system; paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee benefits such as deferred compensation plans are available.

REPRESENTATIVE DUTIES:

- Organize the Nevada Division of Outdoor Recreation and assign responsibilities and duties to staff.
- Adopt regulations as needed for carrying out the provisions governing the Nevada Division of Outdoor Recreation
- Serve as Executive Director to the Advisory Board on Outdoor Recreation.
- Recommend policies and initiatives to the Director of the Nevada Department of Conservation and Natural Resources to enhance outdoor recreational amenities and experiences in Nevada, and help implement such policies and initiatives.
- Coordinate with the Nevada Department of Tourism and Cultural Affairs and the Governor's Office of Economic Development concerning the promotion and growth of any businesses and events related to outdoor recreation.
- Coordinate with the Office of Economic Development to attract outdoor recreation industries to Nevada and develop the growth of new business opportunities within Nevada.
- Coordinate with the various divisions and programs within the Nevada Department of Conservation and Natural Resources, including, but not limited to, the Nevada Division of State Parks, Nevada Division of State Lands, Nevada Off-Highway Vehicles Program, Recreational Trails Program, the Nevada Tahoe Resource Team, and Nevada Conservation Districts Program on matters related to conservation and natural resources.
- Coordinate with the Nevada Department of Wildlife, the Nevada Lieutenant Governor's Office, the Nevada Indian Commission, and any other organization, association, group, or other applicable entities, regarding conservation and implementation or interpretation of policies regarding natural resources.
- Coordinate with applicable local and federal agencies for outdoor recreation policy, management, and promotion in Nevada.
- Coordinate the development and maintenance of a statewide list of lands to be conserved, enhanced, and publicized for outdoor recreation in Nevada.
- Develop data regarding the impacts of outdoor recreation in Nevada.
- Promote public health and wellness by increasing outdoor recreation opportunities for people of all backgrounds and abilities.
- Apply for and receive gifts, grants, contributions, or other money from governmental and private agencies, affiliated associations, and other persons, to carry out the provisions governing and defray expenses incurred in the discharge of the duties of the Nevada Division of Outdoor Recreation.

QUALIFICATIONS / EDUCATION:

Bachelor's degree from an accredited college or university in the natural or physical sciences, park management, outdoor recreation management, public administration, business administration, or related field, and five years of experience supervising natural resource regulatory programs, relevant specialized programs in areas of water resources or environmental protection, or marketing and business development. The required experience must have included administering and evaluating a comprehensive program, collaborating with governmental and private entities and stakeholders, strategic planning and strategic development, budget development and maintenance, interpreting federal and state laws and regulations, and management, supervision, and training of professional staff. Preference will be given to

candidates with prior public sector experience building and leading a new agency or program, or demonstrated expertise and understanding of managing a dynamic, cross-cutting public agency. An equivalent combination of education and experience will also be considered.

POSITION LOCATION: This position is based in **Carson City, Nevada**. Occasional in-state and out-of-state travel is required.

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED THROUGH
OCTOBER 1, 2019**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST / RESUMES / DIRECT INQUIRIES TO:

Dominique Etchegoyhen
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Carson City, NV 89701
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Phone: (775) 684-2700

In the subject line please reference: Administrator, Division of Outdoor Recreation

The State of Nevada is an Equal Opportunity Employer.