



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0299 | www.admin.nv.gov | Fax: (775) 684-0298

UNCLASSIFIED JOB ANNOUNCEMENT
Posted: January 28, 2020

Division Administrator, Administrative Services

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director of the Department of Administration.

AGENCY RESPONSIBILITIES:

The Administrative Services Division (ASD) of the Department of Administration provides fiscal and accounting services to each division within the Department of Administration (NRS 232.2195), the Governor's Office, the Lieutenant Governor's Office and several other state agencies. ASD provides fiscal support for the Capital Improvement Program (CIP). ASD prepares the Statewide Cost Allocation Plan (SWCAP) and sets Internal Service Fund rates for the state.

APPROXIMATE ANNUAL SALARY:

Up to \$120,977 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.*)

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 paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position reports to the Director of the Department of Administration. The position manages a division with a staff of 32 Accounting Assistants, Account Technicians, Budget Analysts, Administrative Service Officers, Management Analysts and Administrative Assistants. The position oversees budget development and management, transaction processing, contract processing, records retention, timesheet processing, procurement card management and fiscal analysis for supported agencies. Unique responsibilities include:

- Rate development, billing and receivables management for all Internal Service Funds
- Forecasts and reports to support CIP bond financing
- Statewide training for the state's accounting system
- Compliance with Code of Federal Regulations Part 200.416 and 200.417 (SWCAP and Internal Service Funds)

The position represents client agencies at public meetings such as the Legislature, Interim Finance Committee, Board of Finance and Board of Examiners. The position also represents supported agencies before other state agencies such as the Governor's Finance Office, Legislative Counsel Bureau, Treasurer's Office and Controller's Office.

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TO QUALIFY:

Successful candidates shall possess a bachelor's degree in accounting, finance or other numerically intense related field with a minimum five years' experience in senior level government finance or an equivalent combination of education and experience as determined by the Director. Experience with the state's accounting, budgeting, contracting and personnel systems is preferred.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED

(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:

Agency HR Services

Attn: **Gennie Hudson**

email to: agencyhr@admin.nv.gov

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/ASD Administrator/How you heard about this position

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.