



STATE OF NEVADA  
**DEPARTMENT OF WILDLIFE**

6980 Sierra Center Parkway, Suite 120  
Reno, Nevada 89511  
Phone (775) 688-1500 • Fax (775) 688-1495

TONY WASLEY  
*Director*

LIZ O'BRIEN  
*Deputy Director*

JACK ROBB  
*Deputy Director*

**Division Administrator, Operations**  
**Full-Time Unclassified Position**

Posted: 02/28/2017

**Annual Salary: Up to \$90,424**

\*Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.

**Recruitment Open To:** Open to all qualified persons  
**Position Location:** Reno, Nevada (with moderate statewide travel)  
**Recruitment Close Date:** Until Position Has Been Filled  
**Benefits:** Paid medical, dental, and vision care; life and disability insurance; 11 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security but must contribute to Medicare.

The Division Administrator of Operations directs a staff of 34 which includes Management Analyst, IT Professional, IT Technicians, Business Process Analyst, Program Officers, Professional Engineers, Conservation Staff Specialist, Administrative Assistants, and seasonal employees. The position requires strong operations experience within information technology, telephone systems, maintenance, and engineering. Knowledge of wildlife programs and licenses is highly preferred. This position will have the authority under the Deputy Directors and Director to carry out division mission and will plan, organize, direct, and control Division resources to achieve overall Departmental goals. The incumbent will prepare, implement, and monitor budgets and will present prepared budgets to the Department Director, Department Deputy Director, State officials, and Legislature as required.

The position is also responsible for oversight and direction of:

- Licensing and registration; information technology for the department; engineering; facilities management; and supervision of licensing and clerical staff at regional offices. Licensing consists of all hunting, fishing and boat licenses and includes processing, tracking, and issuing of licenses through consumer NDOW website, 7 regional locations, and through 140+ statewide license agents (e.g., Walmart, Big 5 Sporting Goods, etc). Boat registration and titling processing consists of approximately 50,000 boats
- Game tag applications and processing consists of over 57,000 applications and approximately \$5,000,000 in application costs and other fees.
- Implementation and enhancement to the Nevada Wildlife Data System that is an on-line license application program and also administers the license draw activity.
- Information technology, engineering and facility maintenance support to staff and programs located at 24 state-wide locations, including field offices, fish hatcheries and wildlife management areas..

**Qualifications:**

- Bachelors' Degree from an accredited college or university in wildlife management, business management, or related field and at least five years progressively responsible experience in the field of operations management and/or budgeting, including at least two year supervisory experience.
- OR, an equivalent combination of related education and experience associated with Operations; Advanced degree from an accredited college or university is preferred.

**Submit Resume, Transcripts, and Letter of Interest to:**

Kristin Bowling, Personnel Officer  
Department of Wildlife - Human Resources  
6980 Sierra Center Parkway, Suite 120  
Reno, NV 89511  
Telephone: 775-688-1522 (voicemail available)  
E-Mail: [klbowling@ndow.org](mailto:klbowling@ndow.org)