



DEPARTMENT OF HEALTH AND HUMAN SERVICES
AGING AND DISABILITY SERVICES DIVISION
3416 Goni Road, Suite D132
Carson City, NV 89706
Telephone (775) 687-4210 • Fax (775) 687-0574
<http://adsd.nv.gov>

Executive Assistant
AGING AND DISABILITY SERVICES DIVISION
Carson City, Nevada
Salary up to \$56,828 (employee-employer paid retirement plan)

The Department of Health and Human Services is seeking qualified candidates for the position of Executive Assistant, Aging and Disability Services Division (ADSD).

ADSD provides an atmosphere of innovative thinking, teamwork, friendly co-workers, and is a great place to work. The mission of ADSD is to provide leadership and advocacy in the planning, development and delivery of a high quality, comprehensive support service system across the lifespan to allow all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible.

Under General administrative direction, this position is a key role to this unit and offers administrative and/or program support for the Division Administrator. The incumbent will supervise agency supported board and commission meetings and coordinate public records requests. This position functions as a liaison to the division and supports and tracks agency legislative, statutory and regulatory revisions and reporting. Assignments will include special projects as assigned and the incumbent will supervise and manage a small team of administrative staff. This position serves the division as a whole and offers gratifying work in a fast-paced positive environment.

QUALIFICATIONS: Minimum of five years of higher level administrative experience required, with additional experience preferred. Candidates should have a working knowledge of Microsoft Word, Excel, and PowerPoint, and the ability to manage a complex schedule.

LOCATION: The position is located in Nevada's capital, Carson City, with a population of 55,000. Carson City, located in Northern Nevada, is in close proximity to Reno, Lake Tahoe, and the Sierra Nevada mountains. Sunshine and recreational opportunities abound including skiing, golfing, biking, off-roading, hiking, and fishing.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; accrual of 3 weeks of annual leave and 3 weeks of sick leave each year.

TO APPLY:

Submit resume to: Sherri Vondrak
Human Resources Manager
Aging and Disability Services
3416 Goni Rd. Bldg D, #132

May 11, 2016
Page 2

Carson City, NV 89706
Telephone: 775-684-4219
E-mail: SVondrak@adsd.nv.gov

Resume must include a detailed description of employment history to include name and addresses of employers, scope of responsibilities, reasons for leaving, salary history, and professional references. A criminal history background check is required as a condition of employment.