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STATE OF NEVADA  
**DEPARTMENT OF AGRICULTURE**

405 South 21<sup>st</sup> St.  
Sparks, Nevada 89431-5557  
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[agri.nv.gov](http://agri.nv.gov)

**UNCLASSIFIED JOB ANNOUNCEMENT  
POSTED OCTOBER 15, 2020  
FISCAL ADMINISTRATOR  
NEVADA DEPARTMENT OF AGRICULTURE**

**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 Nevada Department of Agriculture.

**MISSION STATEMENT:**

The mission of the Nevada Department of Agriculture is to preserve, protect and promote Nevada agriculture.

**THE POSITION:**

The fiscal administrator serves under the direction of the deputy director and is responsible for the administration of the fiscal services at the Department of Agriculture. The fiscal administrator leads 8 full-time employees and an annual budget of approximately \$245,332,000. The position will be responsible for collaborating with program division administrators and supervising fiscal staff in the management of division budgets, fiscal staff meetings, cross training fiscal staff, budget development and account management, and developing process and procedures. The fiscal administrator will also develop objectives and tactics and ensure implementation to meet the department's 5-year strategic plan goals as they relate to fiscal activities. Occasional travel will be required to both the Elko and Las Vegas offices.

**LOCATION:**

Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains. Carson City, Lake Tahoe and historic Virginia City are each within a half-hour drive. The area offers excellent hunting, fishing, boating and skiing. The climate is seasonal. Summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes; no state income tax.

**APPROXIMATE ANNUAL SALARY:**

Up to \$110,211 plus benefits \* (Salary range reflects retirement (PERS) contributions by both the employee and employee/employer paid contribution plan is also available with a reduced gross salary.)

**BENEFITS:**

The state benefits package includes a choice of health insurance plans; eleven paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the state retirement options, and related information may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided to all state employees is available at [www.pebp.state.nv.us](http://www.pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**TO QUALIFY:**

The fiscal administrator must have experience with the State of Nevada Executive Budgeting process and accounting systems; experience in working with and presenting to Legislative budget committees; and be a skilled leader and collaborator. Successful candidates will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy and social skills.
- Knowledge and application of current management trends and principles.
- Knowledge of federal grants process and reporting.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Application of a code of ethics in the business environment.
- Ability to form and maintain positive working relationships with employees, state agencies and partner organizations.
- Extensive experience in the state budget planning process and accounting systems.

**ADDITIONAL REQUIREMENTS:**

Please respond to the following questions in a clear and concise manner. Responses should include timeframes and level of responsibility in each position as it relates to experience in the question.

1. Describe in detail your experience with the Nevada Executive Budget System (NEBS) building budget accounts.
2. Describe your experience working with the Nevada Legislature related to work programs, budget development and testifying in defense of budgets.
3. Describe your supervisory experience in leading a fiscal team and collaborating to provide internal customer service to colleagues.
4. Describe your experience in fiscal management of both fee based and federal grant programs.
5. Describe your experience in writing and managing federal cooperative agreements and any other financial management experience.

**SELECTION PROCESS:** Applicant submittals will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for a virtual interview. In person interviews may be conducted at the Sparks headquarters following all COVID-19 guidelines. Travel will be at the applicant's expense. Final selection will be made by the director.

**APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL POSITION IS 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. All submittals shall include a cover letter, response to above additional requirements questions, resume/curriculum vitae, and the name, address, email address, and telephone number for five professional references. The successful applicant will be required to undergo a background investigation.

**SUBMIT APPLICATION/DIRECT INQUIRIES TO:**

Jerri Conrad, Deputy Director  
[jwilliams-conrad@agri.nv.gov](mailto:jwilliams-conrad@agri.nv.gov)

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:  
Last Name/Position Title/How you heard about this position

***The State of Nevada is an Equal Opportunity Employer.***

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