

BRIAN SANDOVAL
Governor

STATE OF NEVADA

JAMES R. BARBEE
Director



Las Vegas Office:
2300 St. Louis Ave.
Las Vegas NV 89104-4314
(702) 668-4590
Fax (702) 668-4567

Elko Office:
4780 E. Idaho Street
Elko NV 89801-4672
(775) 738-8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3601 Fax (775) 353-3661
Website: <http://www.agri.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT Posted 3/22/16 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, Nevada Department of Agriculture.

MISSION STATEMENT:

The Nevada Department of Agriculture promotes a business climate that is fair, economically viable, and encourages environmental stewardship that serves to protect food, fiber and human health and safety through effective service and education.

THE POSITION:

The Fiscal Administrator serves under the direction of the Deputy Director and is responsible for the administration of the Fiscal Division at the Department of Agriculture. The Administrator oversees 9 full-time employees and an annual budget of approximately \$160,000,000. The position will be responsible for bi-weekly fiscal staff meetings, cross training fiscal staff, budget development, account management, and working directly with division administrators in the management of their budgets. Some travel will be required to both the Elko and Las Vegas offices. The Fiscal Administration position will be involved in public meetings, board meetings, and assisting in the development of goals and objectives for the program, department and state, and establishing strategic plans to accomplish such goals and objectives.

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 \$88,651 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 paid health, vision, dental, life and disability insurance; 11 paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at 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. Other optional benefits are also available, including a deferred compensation program.

TO QUALIFY:

The Administrator must have extensive experience with the State of Nevada Executive Budgeting process and accounting systems. Show experience in working with and presenting to Legislative budget committees.

ADDITIONAL REQUIREMENTS:

Please respond to the following questions in a clear 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 defense.
3. Describe your experience as a supervisor.
4. What is 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 to Sparks for an interview at their own expense. Final selection will be made by the Director, Department of Agriculture.

LETTERS OF INTEREST AND RESUMES 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 referenced questions, resume/curriculum vitae, and the name, address, email address, and telephone number for five references. The successful applicant will be required to undergo a background investigation.

SUBMIT LETTERS OF INTEREST/RESUMES/DIRECT INQUIRIES TO:

Jerri Conrad, Executive Assistant
Department of Agriculture
405 S. 21st Street
Sparks, NV 89431-5557
(775)-353-3613
jwilliams-conrad@agri.nv.gov

In subject line please reference: Fiscal Administrator

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.