



**DEPARTMENT OF BUSINESS & INDUSTRY
HOUSING DIVISION**

**Announces a recruitment for
Deputy Administrator, Housing Division (Unclassified)**

RECRUITMENT: This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Housing Division Administrator

POSITION RESPONSIBILITIES:

Under the general direction of the Administrator of the Housing Division, the Deputy Administrator will be responsible for the overall operations of the division's Las Vegas office. The Deputy Administrator will supervise the administrative and operational activities of the Las Vegas office, including supervising staff of the Housing Division, and assisting in the administration of housing programs for low and moderate income families and other housing programs within the Housing Division. This position will ensure compliance with policies and procedures of the Housing Division, Department of Business & Industry, and the State of Nevada.

The Deputy Administrator will be required to represent the Administrator on committees and at other public functions on an as-needed basis and speak to professional bodies as required. This position will also be responsible for supervising and/or assisting the Administrator and Housing Division staff in managing the housing programs administered and developed by the Housing Division.

QUALIFICATIONS/REQUIREMENTS:

A Bachelor's degree in business administration, public administration, or related field with at least five years of management responsibility, preferably in a public sector environment or an equivalent combination of experience and/or education. The ideal candidate will have a proven ability to read, analyze and interpret statutes and regulations, as well as sufficient computer and writing skills. A thorough knowledge of housing programs, real estate markets, and real estate financing is also preferred.

ANNUAL SALARY: Up to \$79,544.00.* Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that 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 a deferred compensation plan are also available.

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% starting July 1, 2011 through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

LOCATION/TRAVEL: Statewide in Nevada. Periodic in-state travel required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

Jennifer De Rose, Personnel Officer
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Division of Human Resource Management
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*Address cover letter to Shannon Chambers, Deputy Director for Department of Business & Industry