

Nevada Department of Transportation
Announces a Recruitment for
Division Administrator, Administration Division

RECRUITMENT: This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Director of the Nevada Department of Transportation.

APPROXIMATE ANNUAL SALARY: Up to \$104,778. 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 has 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 available.

Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011, through June 30, 2013. The salary listed above does not reflect the reduction from the required furlough.

POSITION RESPONSIBILITIES: Manage and direct the operations of the Administration Divisions for the Nevada Department of Transportation to include: Administrative Services Division; Information Services Division; Accounting Division; Financial Management Division; and Flight Operations. Direct the preparation of the Administration Divisions' biennial budget; represent the Department with other public agencies and at meetings and conferences; manage and direct the employee development for the Administration Divisions; coordinate the development of communication and data systems technology for the Department; direct and supervise the Administration Divisions' Management team; provide guidance, leadership and training necessary for staff development.

QUALIFYING FACTORS:

- Bachelor's degree from an accredited College or University with a major in business administration, accounting, finance or related field. Seven to ten years executive experience in closely related field or an appropriate combination of education and experience.
- Ability to read, analyze and interpret governmental regulations and tax statutes.
- Ability to lead through example, self-awareness, motivation and social skills.
- Ability to write reports, business correspondence, and educational materials.
- Ability to effectively communicate ideas, principles, and information to groups, agencies and various governmental entities.
- Ability to form and maintain professional and positive working relationships.
- Knowledge of related industries, available technology, governmental processes and the economic structure of Nevada.
- Experience as a government agency administrator or business executive.

DUTY LOCATION: Carson City, Nevada

RESUMES WILL BE ACCEPTED UNTIL: Recruitment Needs Are Satisfied.

SUBMIT COVER LETTER AND RESUME/DIREC INQUIRIES TO:

Sherri Vondrak, Personnel Officer
Nevada Department of Transportation
1263 S. Stewart St., Suite 120
Carson City, NV 89712
Phone: (775) 888-7911
Fax: (775) 888-7116
E-Mail: svondrak@dot.state.nv.us

The Nevada Department of Transportation is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.