



**STATE OF NEVADA**  
**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**AGING AND DISABILITY SERVICES DIVISION**  
**ADMINISTRATIVE OFFICES**

**CAREER OPPORTUNITY**

**QUALITY ASSURANCE/SUPPORT SERVICES DEPUTY ADMINISTRATOR**

**Aging and Disability Services Division** is seeking a Full-Time **Quality Assurance/Support Services Services Deputy Administrator** offered in Northern or Southern, NV. ADSD provides an atmosphere of innovative thinking, teamwork, friendly co-workers, and promotes a positive work environment. The mission of the Aging and Disability Services Division (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.

This position will oversee the Fiscal program, IT program, Quality Assurance program, and development efforts within the Aging and Disability Services Division (ADSD). The incumbent will have the primary responsibility to provide support within these sections and will assist in implementing evidence based practices and other quality assurance initiatives that will be integrated into the ADSD service system; responsible for recruiting a strong provider network and ensuring that all services meet quality standards; and responsible for overseeing program staff development efforts through a comprehensive training system that monitors both required and optional trainings.

Incumbents will be expected to have the knowledge, skills, and abilities to:

- Research and develop internal capacity to implement evidence based practices appropriate to the population the program serves. Monitor program outcomes to ensure fidelity of implementation and impact on consumer outcomes.
- Direct, through subordinate managers, the administrative and technical activities assigned to these programs.
- Assist in the development of program and operating budgets; develop cost estimates and justifications for new or expanded programs; present proposed agency budget to the Budget Division and the legislature, as assigned; monitor revenue and expenditures plans and recommend alternatives for program operations in shortfall situations.
- Develop quality assurance plans by conducting program analyses; identifying critical points and preventive measures; establishing benchmarks, monitoring procedures, corrective actions, and verification procedures.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university in social science, human services, public health, public or business administration or closely related field and five years of supervisory/management experience relevant to administering comprehensive quality assurance programs and grants management. The required experience should include at least three years of management experience in a comprehensive social service organization with responsibility for strategic planning, policy development and implementation, program evaluation, budget development and supervision of diverse professional staff. In addition, the candidate must have strong written and verbal communication skills, excellent organizational skills and an ability to develop teamwork.

**SALARY AND BENEFITS:** As a full-time position compensation is up to \$110,132.00 annually. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, paid vacation, and no state, county, city or social security tax!

For further information or **to apply**, please submit your curriculum vitae with a letter of interest to: Sherri Vondrak, Human Resource Officer, Aging and Disability Services at [SVondrak@adsd.nv.gov](mailto:SVondrak@adsd.nv.gov), 3416 Goni Rd. D-132, Carson City, NV 89706 Fax: (775) 687-0574

***Aging and Disability Services Division is dedicated to assist 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!***