



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – November 13, 2014

Administrator, Nevada Taxicab Authority

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time position that is appointed by and serves at the pleasure of the Director of the Department of Business and Industry.

AGENCY RESPONSIBILITIES: The Taxicab Authority (TA) is responsible for regulating the taxicab industry in counties whose population is 700,000 or more. The mission of the TA is to provide for the safety, comfort, and convenience of the taxicab users through the regulation of the taxicab industry in Clark County, including issuing and transferring Certificates of Public Convenience and Necessity to and between taxicab companies; determining the number of taxicabs authorized per certificated company; issuing, suspending and revoking drivers' permits; determining the safety, mechanical operation, and comfort standards of taxicabs; determining the fares to be charged; and conducting criminal investigations in conjunction with other law enforcement agencies.

APPROXIMATE ANNUAL SALARY:

Up to \$114,249.00 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.*)

*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, 2015. The salary listed above does not reflect the reduction from the required furlough.

BENEFITS:

The State benefits package 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 deferred compensation plans are available.

POSITION DESCRIPTION:

The Division Administrator for the Taxicab Authority (TA) is the executive responsible for managing and leading the division pursuant to Nevada Revised Statute (NRS) 706.881 to 706.885. The Division Administrator works closely with the Taxicab Authority Board and coordinates the activities of the TA's staff on matters coming before the Board. The Division Administrator ensures the TA's staff represents, testifies, and presents evidence for administrative hearings of persons cited for rules infractions. The Division Administrator acts as a liaison for the State to the taxicab industry relative to TA statutes, regulations, and enforcement issues. The Division Administrator is responsible for developing and administering the division budget and is

responsible for ensuring that all human resources issues are managed in accordance with State of Nevada personnel regulations and federal employment laws. The Division Administrator provides recommendations, support, and assistance to the Board on matters involving Nevada statutes and regulations affecting the provision of passenger and property transportation service to the public.

TO QUALIFY:

Education and Experience

- Graduation from an accredited college or university with a bachelor's degree in business administration, or a related field;
- A minimum of five years of management experience related to the transportation industry;
- Experience with governmental agencies; and
- Live OR work for three or more years in a county with more than 500,000 residents.
- A familiarity with transportation technology systems is desired.

The ideal candidate will possess:

- Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles; and of the principles and practices of public administration, management and personnel.
- The ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.
- A zest for effecting change and developing and managing a forward looking workforce.
- The ability to evaluate situations and design creative and comprehensive solutions.
- The drive to establish and achieve goals and objectives in an expedient manner.
- The ability to motivate and empower staff to be leaders and driven to make a positive difference.

Persons offered employment in this position must submit to a pre-employment fingerprint criminal history check, a background investigation and pre-employment screening for controlled substances.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Transportation Industry.
- Transportation Technology
- Personnel/Human Resources.
- Employee Management.
- Fiscal Analysis and Budget Development.
- Program Development and Oversight.
- Legislative and Regulatory Experience.
- Written and Oral Communication Skills, including report preparation and oral presentations.

POSITION LOCATION:

Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE 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.)

Please note: in accordance with the Nevada Open Meeting Law, your resume and letter of interest will be available for the public to review and all interviews conducted by the Nevada Taxicab Authority Board will be held in an open public meeting.

Pursuant to NRS 706.882 the Director of the Department of Business and Industry shall appoint a Taxicab Administrator from a list of three names submitted to the Director by the Taxicab Authority Board.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Email to: ghudson@admin.nv.gov

In subject line please reference: **TA Administrator**

Or

Agency HR Services

Attn: Gennie Hudson

100 N. Stewart St., Ste 230

Carson City, NV 89701

The State of Nevada is an Equal Opportunity Employer.