



State of Nevada

Invites you to apply for

Administrator - Administrative Services Division



THE STATE OF NEVADA

MISSION STATEMENT:

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

"OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY - NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING."



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the "Silver State" for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada's climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



ADMINISTRATIVE SERVICES DIVISION

MISSION STATEMENT:

To provide efficient, cost-effective services to state agencies.

VISION STATEMENT:

The Administrative Services Division seeks to provide collaborative organizational assistance to support each client agency's unique mission.

The Administrative Services Division (ASD) provides centralized fiscal and administrative support to departments within the State of Nevada. ASD offers services to include internal service rate setting; financial reporting; budgeting; accounts payable; accounts receivable/revenue collection; time-sheet and payroll; contract facilitation; purchase order administration; and management analysis to a variety of departments, boards, and commissions.

The division plays a vital role in ensuring accountability and efficiency in the use of public funds, offering expert guidance and solutions for effective financial management. ASD supports both internal and external stakeholders by fostering fiscal discipline, regulatory compliance, and excellent customer service.

UNIT SECTIONS:

Accounting Services

Administrative Services

Budget Services

Payroll Services

Procurement

Rate Support

THE IDEAL CANDIDATE



Join a team where your impact will matter from day one.

WHAT WE'RE LOOKING FOR:

A dynamic and strategic thinker with a proven track record of leadership, I bring a strong foundation in operational efficiency, organizational development, and change management. My approach is grounded in clear communication and the ability to build meaningful relationships across diverse stakeholders and teams. With a deep commitment to public service, I operate with accountability, integrity, and a drive to foster lasting, positive impact.

WHAT YOU'LL BE DOING:

The Services Division Manager oversees the day-to-day operations of the division, which may include facilities management, mail services, fleet services, records management, and other centralized support functions. The position is responsible for developing and implementing division policies, strategic plans, and performance goals aligned with statewide priorities. This role provides leadership, mentorship, and direction to division staff and management teams. The Services Division Manager manages the division's budget, conducts financial planning, and ensures responsible resource allocation to maintain fiscal integrity and program effectiveness. The position ensures compliance with all applicable state and federal regulations, as well as internal administrative policies. Acting as a liaison between the division and state agencies, legislators, vendors, and the public, the manager facilitates communication and coordination. The role also drives innovation and continuous improvement in service delivery by leveraging technology and industry best practices.

QUALIFICATIONS:

Five (5) years or more years of progressively responsible management experience in a public or private organization involving administrative operations, budget oversight, and personnel supervision.

KEY QUALITIES & COMPETENCIES:

- Bachelors degree in a relevant field.
- Demonstrated success in leading large teams and managing multi-million-dollar budgets.
- Experience in government or public sector service delivery.
- Familiarity with Nevada state government structure and operations.

SALARY:

Employer/Employee: \$151,902, yearly
Employer: \$130,109, yearly

LOCATION:

Carson City

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees
- CBA



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

The Department of Administration
Email: deptadmin@admin.nv.gov
with subject line: ASD Administrator

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

Thank you!

