



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**

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**Unclassified Job Announcement**  
**NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS ADMINISTRATOR**  
**Carson City, Nevada**  
Posted: January 4, 2020

The Department of Administration is seeking qualified candidates for the Nevada State Library, Archives and Public Records (NSLAPR) Administrator position. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of Administration.

**RECRUITMENT OPEN TO:**

Open to all qualified applicants. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time. The position is appointed by and serves at the pleasure and sole discretion of the Director.

**THE OPPORTUNITY AND MISSION:**

The mission of the Nevada State Library, Archives and Public Records Division is to preserve the records that document the history of Nevada State government dating back to 1851. It has custody over the historical records of the territory and state as defined in state statute, representing the three branches of government: executive, legislative, and judicial.

The Nevada State Library is primarily focused on providing internal support to State of Nevada agencies and employees, and serves Nevada's academic, school, public, and special libraries as well as residents of the Silver State. The Library has a vast collection of resource material which is frequently used in education, scholarly research, and business.

The Nevada State Records section serves as the primary records management resource for the State of Nevada and provides professional consultation and leadership on records management issues to state agencies and local governments. The Records staff creates, and revises records retention schedules and teaches records management best practices to ensure that state government agencies remain efficient and transparent.

The Nevada State Mail Services program provides mail pickup and delivery services to most state agencies, as well as large-scale production mailings for varied customers.

**RESPONSIBILITIES INCLUDE:**

- Administering the Nevada State Library, Archives and Public Records in accordance with State and Federal law, regulation, policy and standard library information science, records management, and archival practices.
- Providing management oversight to the Mail Services program to ensure on-time mail delivery, on-time production of large bulk mail jobs, and proper maintenance and replacement of mailing equipment, as well as staff training and continuity

- Planning, organizing, and directing statewide programs, services and activities provided by NSLAPR such as the statewide program of development and coordination of library and information services, the U.S. Bureau of the Census, State Data Center programs, the State records management program, the preservation of State public records, and administers State and Federal funding for local libraries, etc.
- Taking responsibility for working with the Administrative Services Division to prepare the division's biennial budget, present it to the Legislature, and oversee its implementation and monitoring.
- Serving on and/or coordinating the activities of numerous boards, committees, councils and associations related to library and archives activities
- Testifying regarding Division activities before public bodies including the Nevada Legislature, the Legislature's Interim Finance Committee, the Board of Examiners, and the Board of Finance
- Directing the activities of the NSLAPR and its employees, including the development and implementation of policy, procedures and standards as well as working with supervisors and managers to issue evaluations, work performance standards and disciplinary actions
- Establishing, evaluating and monitoring division goals, objectives and performance indicators

**MINIMUM QUALIFICATIONS:**

- Graduation from a library school accredited by the American Library Association
- OR**
- Certification by the Academy of Certified Archivists
- AND**
- 5 years of library or archival experience in an administrative capacity

**PEFERRED QUALIFICATIONS:**

The ideal candidate for this position will have extensive experience with leadership in a public agency and be well versed in administrative rules and regulations. They will have experience speaking before public bodies and elected officials and a proven ability to communicate complex issues in a clear and understandable manner. They will demonstrate intimate familiarity with all aspects of library and archival science as well as public records. An advanced degree in library science or archival science may be given additional weight in the application review process.

Nevada seeks a skilled and experienced Administrator capable of managing multiple complex programs and ability to improve organizational performance and develop workforce capabilities through leadership, team building, problem solving, and innovation.

**COMPENSATION AND BENEFITS:**

The salary range for the Administrator of NSLAPR is up to \$110,211 (employee/employer-paid retirement plan).

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term

employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

**Application materials will be accepted until recruitment needs are satisfied.**

**TO APPLY:**

**Submit resume, cover letter and three professional references to:**

Genevieve Hudson, Personnel Officer III

Department of Administration, Division of Human Resource Management

Agency HR Services

400 West King Street, Suite 406

Carson City, NV 89703

Email: [ghudson@admin.nv.gov](mailto:ghudson@admin.nv.gov)

and

[agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

Phone: (775) 684-0247

Please reference NSLAPR Administrator in the subject line.

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

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.*