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STATE OF NEVADA  
**DEPARTMENT OF AGRICULTURE**

405 South 21<sup>st</sup> St.  
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[agri.nv.gov](http://agri.nv.gov)

UNCLASSIFIED JOB ANNOUNCEMENT

**Administrator, Division of Administrative Services**

September 20, 2022

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This unclassified position is appointed by and serves at the pleasure of the Director of the Nevada Department of Agriculture (NDA).

**DEPARTMENT DESCRIPTION:**

The NDA's mission is to preserve, protect and promote Nevada agriculture. Through its five divisions Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance and 225 dedicated employees, the NDA supports agriculture and food manufacturing industries while also ensuring and protecting a safe food supply, worker safety through regulatory and administrative practices, and public and environmental health. The NDA also provides oversight for the United States Department of Agriculture's school and community nutrition food distribution programs, ensuring food security for all Nevadans.

**THE POSITION:**

The Administrator serves under the direction of the Deputy Director and is responsible for the administrative functions of the NDA. The Administrator leads 13 full-time employees, three of whom are direct reports, and oversees an annual budget of approximately \$288 million. Occasional travel to the Las Vegas and Elko offices will be required. This position is eligible for telecommuting.

This position is part of a talented group of Division Administrators who are not only responsible for the day-to-day activities of the NDA, but also collaborate and share ideas on process improvements to execute the NDA's strategic plan.

The incumbent must be able to lead capable financial, facility and information technology (IT) teams. Examples of responsibilities include:

- Collaboration
  - Collaborating with all NDA divisions to create unified processes, while acknowledging the unique needs of each program to create a cohesive organization.
  - Leading collaboration within the financial, facilities and IT teams to develop and accomplish goals and objectives aligned with the NDA's strategic plan.
  - Collaborate with fellow state departments and other partners.
- Leadership

- Oversee staff and suggest/vet process improvements and create innovative ways to work with NDA programs.
- Discover and create new cross training opportunities to bring employees a closer understanding of the importance of their work.

**LOCATION:**

Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains. Carson City, Lake Tahoe and historic Virginia City are each within a half-hour drive. The area offers excellent hunting, fishing, boating and skiing. The climate is seasonal. Summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes; no state income tax.

**APPROXIMATE ANNUAL SALARY:**

Up to \$111,313 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).

**BENEFITS:**

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 Department of Administration’s Division of Human Resource Management, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

**TO QUALIFY:**

The Administrator must have experience evaluating processes and implementing innovative solutions striving to improve services to industry and internal customer services. A successful candidate will be a dynamic leader and positive thinker who can lead a team to reach the NDA’s goals and implement smart solutions aligned with the department’s strategic plan. This position should have the experiences needed to manage administrative functions, including:

- Knowledge of facilities, IT and financial services.
- Ability to review accounting processes and make changes for efficiency and paperless work.
- Knowledge and application of current management trends and principles.
- Ability to form and maintain positive working relationships with employees, state/federal agencies and partner organizations.

**ADDITIONAL REQUIREMENT QUESTIONS:**

Please respond to the following questions in a clear and concise manner. Read the questions carefully and respond in detail, including timeframes, the size of budgets and/or teams and level of responsibility in each position as it relates to experience:

1. Describe your experience testifying or presenting to formal boards or government committees.
2. Describe your philosophy of how an administrative team fits into an organization.
3. Describe your supervisory experience leading a team to provide internal customer service to colleagues.

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4. Describe how you measure success as a leader.

**SELECTION PROCESS:**

Submittals will be reviewed to determine those with the most appropriate qualifications to be invited for an interview. In person interviews may be conducted at the Sparks headquarters. Travel will be at the applicant's expense. Final selection will be made by the NDA Director.

**APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL POSITION IS FILLED**

All applications will be accepted on a first-come, first-served basis. Hiring may occur at any time during the recruitment process. To be considered, all submittals shall include: a cover letter, response to the questions above, resume and/or curriculum vitae, and the name, address, email, and telephone number for five professional references. The successful applicant will be required to undergo a background investigation.

**SUBMIT APPLICATION/DIRECT ALL INQUIRIES TO:**

Deputy Director Jerri Conrad  
[jwilliams-conrad@agri.nv.gov](mailto:jwilliams-conrad@agri.nv.gov)

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:

Last Name/Position Title/How you heard about this position

*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.*

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