



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIRECTOR'S OFFICE

Helping people. It's who we are and what we do.



**ADMINISTRATOR
DIVISION OF CHILD & FAMILY SERVICES
Position location - Carson City or Las Vegas, Nevada
Salary to \$131,743 (employee/employer-paid retirement plan)***

The Department of Health and Human Services (DHHS) is seeking qualified candidates for the position of Administrator, Division of Child and Family Services. The incumbent in this position reports to the Director, DHHS, and will provide leadership, direction, and executive oversight in the areas of child welfare, mental health programs for children, juvenile justice programs, and victims of crime programs.

Responsibilities include oversight of child welfare services in the urban areas of the state along with the establishment of necessary standards for program oversight and quality assurance; administration of the child welfare system in rural Nevada; the provision of appropriate mental health services to children and families; the operation of juvenile correctional facilities and aftercare; the provision of victims of crime programming and services. Maintaining federal or state law compliance and strategic systems planning are additional responsibilities. The division has an annual legislatively approved budget of approximately \$ 349 million and has approximately 1080 approved staff. This is an unclassified position and serves at the pleasure of the Director, DHHS. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in social work, criminal justice, business administration, public administration or other field related to government services and a minimum of four years executive or administrative experience which included planning and administering a comprehensive human services or health systems and demonstrated knowledge and experience in the law, theories and principles related to child abuse and neglect and child welfare, juvenile justice, or children's mental health; best practices in child welfare/juvenile justice/childhood mental health/victim services; program planning, development and evaluation; public administration to include policy development, human resources management and administration of a complex budget; the legislative process to include working cooperatively with legislators and supporting legislation, presenting programs and budgets before legislative committees; collaborating with governmental and private entities and families to develop and implement programs and services; OR an equivalent combination of education and experience.

BENEFITS: The State of Nevada provides excellent benefits to employees, which include:

Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>.

Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred

account. More information is available at: <http://defcomp.nv.gov/>.

Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and 120 hours of sick leave per year. More information is available at: <http://hr.nv.gov/>.

Health Plan – Nevada offers multiple health insurance options to meet the varied healthcare needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available: <https://pebp.state.nv.us/>.

Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long-term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>.

Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>.

Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>.

Nevada has no personal income tax.

* An employer paid retirement compensation schedule is also available at a reduced gross salary.

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.

TO APPLY: Submit résumé and letter of interest:

Via email to:

Human Resources
DHHS Director's Office
dohr@dhhs.nv.gov

or via mail:

400 W. King Street, Suite 300
Carson City, NV 89703

A criminal history background check is required as a condition of employment. Please indicate what geographical location you will consider.

The State of Nevada is an Equal Opportunity Employer.