

STEVE SISOLAK
Governor



RICHARD WHITLEY, MS
Director

STEVE H. FISHER
Administrator

DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF WELFARE AND SUPPORTIVE SERVICES

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<http://dwss.nv.gov>

**AGENCY MANAGER - CHILD CARE AND DEVELOPMENT UNIT for
DIVISION OF WELFARE AND SUPPORTIVE SERVICES**

The **DIVISION OF WELFARE AND SUPPORTIVE SERVICES (DWSS)** is seeking qualified candidates for the position of **Agency Manager, Child Care and Development Unit**.

The mission of the Division of Welfare and Supportive Services is to engage clients, staff, and the community to provide public assistance benefits to all who qualify and reasonable support for children with absentee parents to help Nevadans achieve safe, stable, and healthy lives.

This position plans, organizes, directs, controls and evaluates the operation of the Division's Child Care program. Provides tactical and strategic direction, including establishment of goals & objectives, coordinating activities and initiating and implementing business process improvements. Oversees development of policy, regulations, business practices and ensure adherence with state and federal laws governing the Child Care program funding. In addition, this position will be responsible to streamline efficiencies and initiate innovations within the Division's Child Care system utilizing enhanced federal funds.

This is an unclassified position within Nevada State Government and is appointed by and serves at the pleasure of the Administrator of the Division of Welfare and Supportive Services. The position does require statewide travel.

EDUCATION and EXPERIENCE: A Bachelor's degree or Master's degree with major course work in child development, human development and family studies, public administration, social work or other related field. The required experience should include at least three years of management experience in a comprehensive early childhood education, health or social service organization with responsibility for strategic planning, policy development and implementation, program evaluation, budget development and supervision of diverse professional staff. In addition, the candidate must have strong written and verbal communication skills with the ability to prepare and present testimony to the legislature, experience with understanding/applying and implementing state/federal regulations, excellent organizational skills and the ability to build relationships and work with community organizations and federal agencies.

SALARY and BENEFITS: This position is compensated up to \$120,344.00 employee/employer paid retirement. Excellent benefits package including health, dental and vision insurance, Public Employees Retirement Plan, accrual of 3 weeks of annual leave and 3 weeks of sick leave each year, eleven paid

"Working for the Welfare of ALL Nevadans"

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holidays and no state, county, city or social security tax! Nevada boasts not only exciting 24-hour cities, but recreational opportunities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor.

LOCATION: This position may be located in Carson City or Las Vegas, Nevada, depending upon the needs of the Division and the candidate selected.

TO APPLY: Please submit a cover letter and detailed resume that includes a description of employment history, the name and addresses of employers, scope of responsibility, reasons for leaving, salary history, and professional references to:

Ms. Marni Whalen, HR Officer
Division of Welfare and Supportive Services
2505 Chandler Ave, Ste 1
Las Vegas, NV 89120
E-mail: hsubmissions@dwss.nv.gov

Resumes will be accepted until recruitment needs are satisfied. Qualified individuals are encouraged to submit applications as early as possible as this announcement may close at any time without notice. A criminal history check is required as a condition of employment.