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DEPARTMENT OF AGRICULTURE

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Sparks, Nevada 89431-5557
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UNCLASSIFIED JOB ANNOUNCEMENT

Posted May 6, 2024

DEPUTY ADMINISTRATOR DIVISION OF PLANT HEALTH AND COMPLIANCE NEVADA DEPARTMENT OF AGRICULTURE

RECRUITMENT OPEN TO:

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

DEPARTMENT DESCRIPTION:

The mission of the Nevada Department of Agriculture (NDA) is to preserve, protect and promote Nevada agriculture. The NDA has five divisions - Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance, with a \$288 million annual budget. The NDA's 225 dedicated employees provide regulatory and administrative work to support the agriculture and food manufacturing industries, protect public and environmental health and worker safety, provide oversight for the United States Department of Agriculture's school and community nutrition programs, as well as partner with food security organizations for food distribution. The NDA has offices in Sparks, Las Vegas, and Elko.

THE POSITION:

This position serves under the direction of the Plant Health and Compliance Division Administrator and is responsible for assisting in the management of the Division of Plant Health and Compliance operations. The Division of Plant Health and Compliance programs include: plant pathology, entomology, pesticide compliance, chemistry, noxious weeds, and crops. The duties include, but are not limited to, all division personnel related tasks; aiding in regulatory program oversight; fiscal management; human resources; division progress tracking and updates; testing, inspection, licensing, certification, and service programs; and supervision and direction of staff performing regulatory, testing, inspection, enforcement, evaluation, and certification responsibilities statewide. The incumbent will also be engaged in policy development, ensuring compliance with state and federal statutes, and working with representatives from local, state and federal government agencies, community organizations, businesses and the public. Program coordination at the federal level to include USDA APHIS SITC (Smuggling Interdiction and Trade Compliance), USDA AMS COOL (Country of Origin Labeling), USDA APHIS Cooperative Agriculture Pest Survey grants, and Pest Detection and exclusion Farm Bill projects will also be required.

This position is the highest management position under the Administrator for the Division of Plant Health and Compliance, overseeing the Division at the Sparks headquarters office. It will have responsibility for working collaboratively with other department management and staff, representatives of other state agencies, federal and local jurisdictions, vendors, industry representatives and others in the community to coordinate program activities, provide and obtain information, and resolve problems.

The successful candidate for this position must have proven communication, interpersonal and management skills, and the ability to work with a diverse employee base.

LOCATION:

This position is located in Sparks, Nevada, and travel will be required across the state to engage with industry stakeholders and attend meetings plus make visits to Elko and Las Vegas NDA offices. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains, is home to a university, community college, and offers a thriving arts scene, big-name entertainment, and a wide variety of recreational activities. Lake Tahoe, historic Virginia City, and the state capitol, Carson City are all within a half-hour drive. The climate is seasonal; summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes and no state income tax.

APPROXIMATE ANNUAL SALARY:

Up to \$111,773 plus benefits. The salary range reflects retirement through the Public Employees' Retirement System of Nevada (NVPERS), with contributions by both the employee/employer paid contribution plan. 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; twelve 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 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 [NVPERS](#).

TO QUALIFY:

Preference will be given to candidates with a bachelor's degree from an accredited college in one of the agricultural sciences or directly related field and at least five years of experience in the regulatory oversight or management of agriculture. Experience in production agriculture, animal science, biology, natural resource management, range management, supervision of personnel, familiarity and experience in state administrative, legislative, and budgeting procedures is preferred; OR an equivalent combination of education and experience as described above and deemed acceptable by the Director will be considered. Successful candidates will demonstrate the following:

- Ability to collaborate and lead through example, self-awareness, motivation, empathy, and social and interpersonal skills.
- Knowledge and application of current management trends and principles.
- Ability to direct multiple programs involving multi-disciplinary staff.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Application of a code of ethics in the business environment.
- Ability to form and maintain positive working relationships with employees, industry, local government, state and federal organizations.
- Knowledge of agriculture and plant industry related industries and their economic importance.
- Knowledge and application of fiscal and human resource policy.
- Ability to review and streamline processes and make changes for efficiency and paperless work.
- Ability to solve problems and address and resolve conflict, and
- Knowledge of legislative processes.

LICENSE:

Requires a valid Nevada Driver's License at the time of appointment or obtained within 30 days of appointment.

APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL 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 be considered, all submittals shall include a cover letter, response to the below Additional Requirements' questions, a resume/curriculum vitae, and the name, email address, and telephone number for three professional references and their connection to you, e.g., former supervisor, co-worker, etc.** The successful applicant will be required to undergo a background investigation and fingerprinting at their own expense.

ADDITIONAL REQUIREMENTS:

Please respond to the following questions in a clear and concise manner. Read the questions carefully and respond in detail, including timeframes, size of budgets and/or teams, funding types, references to specific regulations or statutes when applicable, and level of responsibility in each position as it relates to experience in the question.

1. Describe your experience with agriculture industry regulations.
2. Describe your experience and strengths relative to resource management, both human and equipment.
3. Describe your experience with bringing individuals together to arrive at a consensus.
4. Describe your experience in fiscal management, including developing and managing a budget.
5. Describe your supervisory experience in leading a team, including number and types of positions supervised.
6. Describe your experience with developing presentations, reports, etc., for diverse groups and needs.

SELECTION PROCESS:

Submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for an interview. Initial interviews will be in-person with virtual options at the discretion of the Director. Subsequent interviews will be in person at the Sparks, Nevada, headquarters at the applicant's expense. Final selection will be made by the NDA hiring panel and Director.

SUBMIT APPLICATIONS/DIRECT INQUIRIES TO:

Meghan Brown, Administrator
Department of Agriculture, Division of Plant Health and Compliance
4780 Idaho St.
Elko, Nevada, 89801
m.brown@agri.nv.gov

PLEASE REFERENCE THE FOLLOWING IN YOUR EMAIL SUBJECT LINE:

Last Name/Division of Plant Health and Compliance Deputy Administrator/How you heard about this position.

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.