

STATE OF NEVADA

STEVE SISOLAK
Governor



KRISTINA L. SWALLOW, P.E., Director

NEVADA DEPARTMENT OF TRANSPORTATION

UNCLASSIFIED JOB ANNOUNCEMENT

February 19, 2020

NDOT Assistant Director, Administration

RECRUITMENT OPEN TO:

Come join our amazing team! The Nevada Department of Transportation (NDOT) is seeking an energetic, responsible and highly-motivated individual to serve as Assistant Director of Administration. This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. All résumés will be accepted on a first-come, first-serve basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Transportation.

AGENCY RESPONSIBILITIES:

NDOT is a dynamic agency that is responsible for the planning, construction, operation and maintenance of approximately 5,400 miles of highway and over 1,000 bridges that constitute the State highway system. NDOT is overseen by a seven-member Board of Directors.

The NDOT headquarters is located at Carson City, Nevada. Geographically, NDOT is divided into three (3) main district offices Las Vegas, Reno and Elko, with major maintenance stations located in Ely, Tonopah and Winnemucca.

The mission of NDOT is: "Provide, operate and preserve a transportation system that enhances safety, quality of life and economic development through innovation, environmental stewardship and a dedicated workforce." NDOT has the responsibility to accomplish this mission in compliance with public policy and applicable federal regulations.

SALARY AND BENEFITS:

This position is compensated up to \$120,977 on the employer/employee paid retirement option. NDOT employees receive an excellent benefits package that includes: health, dental, and vision insurance, Public Employees Retirement Plan (PERS), three (3) weeks paid vacation, three (3) weeks sick leave, eleven (11) paid holidays, and are not subject to State, county, city or social security taxes.

Outside the office, activities are limitless! From a vibrant arts community, extraordinary natural and historical landmarks, festivals, 24-hour cities and nightlife, to recreational activities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor, Nevada is a destination waiting to be explored with something to offer everyone!

POSITION DESCRIPTION:

We are seeking a full-time Assistant Director, who will oversee five divisions within NDOT: Administrative Services Division; Information Technology; Accounting Division; Financial Management and Flight Operations. This position is based in our headquarters in Carson City, Nevada and reports to the Planning and Performance, Deputy Director of NDOT. This position is appointed and serves at the pleasure of the Director.

As a member and representative of the Executive Leadership Team, the Assistant Director provides day-to-day oversight, direction, and policy support to executive managers within their Division and the Department, overall. The Assistant Director works closely with the: Director, Deputy Directors, fellow Assistant Directors, Human Resources, and Safety & Risk Management as well as members of the Attorney General's office, as required. This position calls for strong leadership, sound decision-making and communication skills in a fast-paced environment. A successful Assistant Director endeavors to coach, develop, train and motivate their team. Building personnel relations and enhancing continuous improvement.

We need another dynamic “team member-coach” who can provide strategic leadership and vision to the Administrative Division to round out our Executive Leadership Team.

If you are a solutions-oriented and collaborative individual with an unrelenting drive to promote a positive work culture, improve processes, makes effective suggestions and recommendations and who thinks like a business owner, then we certainly want to meet you!

POSITION RESPONSIBILITIES:

The following is used as a partial description and is not restrictive as to duties required.

NDOT’s Assistant Director of Administration serves as the Chief Executive Officer of the Administration Division on behalf of the Director by managing and directing five divisions including Financial Management, Accounting, Administrative Services, Information Technology and Flight Operations. Through sound budgeting, financial and administrative practices, the divisions under this positions oversight play a proactive and supportive role in ensuring the success of the Department’s goals and objectives.

- serves as the Chief Financial Officer for the Department.
- plans, directs, coordinates, reviews and evaluates the work of assigned staff; and assigns work activities and manages the prioritization of work and projects.
- direct the preparation of the Administration Divisions’ biennial budget.
- coordinate the development of communication and data systems technology for the Department.
- develops and implements the provisions of law and regulation relating to the Department.
- makes decisions and communicates extensively with C-level executives, internal and external stakeholders, government officials, and regulatory representatives of local, State and federal agencies as necessary to negotiate solutions and resolve sensitive and/or controversial issues regarding policy or otherwise.
- prepares reports, correspondence and other materials as needed.
- represents the Department by responding to public inquiries and matters raised by the Transportation Board of Directors; conducts formal presentations before a variety of interested groups including local governing bodies, legislative subcommittees, civic groups, professional organizations and the public; and serves as the Department’s expert witness in court proceedings relating to preconstruction activities or construction contract claims and construction and maintenance tort liabilities.
- ensures accountability and compliance with all current and applicable State and federal laws, NDOT policies and procedures, rules and regulations.
- provides direction, leadership and training necessary for staff development to accomplish the mission of the department.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of related industries, available technology, governmental processes and the economic structure of Nevada; department funding sources and fiscal policies and procedures; specialized auditing practices applicable to governmental programs and activities; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, and data processing.

Ability to direct operations and activities related to the department’s budget, fiscal control and business operations; make independent decisions requiring advanced knowledge of fiscal management and budgeting; lead through example, self-awareness, motivation and social skills; maintain professional and positive working relationships; negotiate solutions to problems where competing interests and conflicting opinions exists; provide the highest level of technical advisement to director in critical program areas; develop and implement long-range plans and develop innovative solutions to complex problems; plan, organize and coordinate multiple programs and activities within the department.

Travel to the districts and visiting stakeholders Statewide is highly valued. This position requires 20% travel, primarily in-State, and occasional travel to out-of-state professional conferences.

NDOT leadership is team-oriented and believes that every individual is vital to the success of the department. As a leader, cultivating this environment is expected and considered key to the health of the agency. Positive contributions and clear and concise communication with team members and executive leadership is necessary.

QUALIFICATIONS:

Bachelor's degree from an accredited College or University with a major in business administration, accounting, finance or related field. Seven to ten years executive experience as a government agency administrator or business executive in a closely related field or an appropriate combination of education and experience.

TO APPLY:

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to: Mary Gordon, HR Officer, Nevada Department of Transportation humanresources@dot.nv.gov.

1263 S. Stewart Street, Carson City, Nevada 89712

A criminal history check is required as a condition of employment. Open until recruitment needs are satisfied.

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.