



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

**UNCLASSIFIED JOB ANNOUNCEMENT
Posted – July 9, 2025**

Division Administrator, Insurance

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified individuals. This position is appointed by and serves at the pleasure of the Director of the Department of Business and Industry.

AGENCY RESPONSIBILITIES:

The Nevada Division of Insurance, part of the Department of Business & Industry, is responsible for regulating the business of insurance in Nevada in accordance with NRS Title 57. The Division protects consumer rights and the public interest by licensing insurance professionals and entities, reviewing rates and forms, ensuring insurer solvency, enforcing ethical and financial standards, and overseeing trade practices. It regulates a wide range of insurance and risk-transfer products, including title insurance, bail, funeral and cemetery preneed, service contracts, and self-insured workers' compensation programs. Additionally, the Division provides consumer education, handles complaints, and investigates violations of the Insurance Code, including insurance fraud, to ensure a fair and competitive insurance market in Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$165,420 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:

The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 12 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

POSITION LOCATION:

Carson City, Nevada **(Occasional in and out of state travel is required.)*

POSITION DESCRIPTION:

The Division Administrator, Insurance is primarily responsible for:

1. Organizing and managing the Insurance Division by directing and supervising all of its administrative, operational, and personnel activities in both Carson City and Las Vegas offices.

2. Enforcing and administering the provisions of Title 57 of the Nevada Revised Statutes, along with other provisions, and regulations adopted thereunder.
3. Conducting examinations and investigations related to insurance matters.
4. Represents Nevada's interests through the National Association of Insurance Commissioners.
5. Presiding over administrative hearings and rulemaking proceedings.
6. Developing and presenting agency budgets and legislative priorities.
7. Participating in industry related committees and workgroups in shaping public policy, testifying before the Nevada Legislature, coordinating and participating in public information campaigns.
8. May require media and public appearances.

TO QUALIFY:

1. A minimum of five (5) years of responsible experience in the insurance field, including, but not limited to, administration, sales, law, counseling, and education.
2. At least five (5) years of progressively responsible experience in management and administration, preferably within the insurance industry.

PREFERRED EDUCATION AND QUALIFICATIONS:

1. A bachelor's degree in business administration, public administration, insurance, accounting, or a related field is preferred. An advanced degree or Juris Doctorate.
2. Demonstrated ability to lead a diverse group.
3. A successful candidate must not be a stockholder in or directly or indirectly connected with the management or affairs of any insurance company, brokerage, or agency.

LETTERS OF INTEREST

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. All submittals will be received and reviewed for consideration until this position is filled.

TO APPLY:

Please submit a cover letter, resume, and writing sample to:

Mail your documents to: Director of Business and Industry
c/o Sandra Nunnelee
1830 College Parkway Ste 200
Carson City, NV 89706

OR Email directly to: SNunnelee@business.nv.gov

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.