

STEVE SISOLAK
Governor

STATE OF NEVADA



TERRY REYNOLDS
Director

STEPHEN AICHROTH
Administrator

Department of Business & Industry
NEVADA HOUSING DIVISION

UNCLASSIFIED JOB ANNOUNCEMENT
November 2020

CHIEF ASSISTANT
NEVADA HOUSING DIVISION

The Nevada Housing Division is seeking qualified applicants for the position of Chief Assistant. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT: This is an open competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Housing Division Administrator.

POSITION RESPONSIBILITIES: Under the general direction of the Administrator of the Housing Division, the Chief Assistant will be responsible for the overall administrative operations of the Division. The Chief Assistant establishes goals, objectives, schedules, policies and procedures compatible with statutory, regulatory, departmental, and divisional requirements as they relate to the administrative outputs, outreach marketing and Division communication. Assists in the establishment of the organizational structure and provides direction and guidance by determining and establishing the staffing levels and assignments within the Division's administrative functions. Is responsible for oversight and liaison activities regarding personnel management within the Division.

The Chief Assistant will direct and organize program activities as requested by the Administrator; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings, if required; to communicate effectively; and to plan, assign, and supervisor the work of others.

QUALIFICATIONS/REQUIREMENTS: A Bachelor's degree in business administration, public administration, or related field with at least three years of management responsibility, preferably in a public-sector environment or an equivalent combination of experience and/or education. The ideal candidate will have a proven ability to read, analyze and interpret statutes and regulations, as well as sufficient computer and writing skills. A thorough knowledge of housing programs, manufactured housing, and real estate financing is also preferred.

ANNUAL SALARY: Budgeted up to \$76,007, plus benefits. Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary. The State of Nevada offers an excellent benefit package that includes a retirement system, paid health, vision, dental, 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are also available.

■ 1830 E. College Pkwy #200, Carson City, Nevada 89706 (775) 687-2240 Fax: (775) 687-4040

□ 3300 W. Sahara Ave., Ste. 300, Las Vegas, Nevada 89102 (702) 486-7220 Fax: (775) 486-7227

LOCATION/TRAVEL: The position will be staffed in Carson City, Nevada with periodic in-state travel required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied. (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 a resume and cover letter expressing your interest and background, as well as three professional references to:

Steve Aichroth
Administrator
Nevada Housing Division
1830 E. College Parkway Suite #200
Carson City, NV 89706

Or via email to: saichroth@housing.nv.gov

In the subject line, please reference: Chief Assistant, Nevada Housing Division. In your email, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

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.