



STATE OF NEVADA
OFFICE OF THE STATE TREASURER

UNCLASSIFIED JOB ANNOUNCEMENT

Chief Deputy Treasurer

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 Treasurer.

AGENCY RESPONSIBILITIES:

The Nevada State Treasurer's Office ("Office") was created in 1864 by the Constitution of the State of Nevada. Pursuant to the Constitution and Nevada Revised Statutes, the Office performs several critical functions on behalf Nevadans and State and local governments, including:

- **Cash Management:** management of the State's banking relationships, reconciling bank transactions with State accounting records, managing the State's electronic payments, and administering the State's check distribution program.
- **Investment:** investment of all public money, and the accounting of the General Portfolio, Local Government Investment Pool, and the Permanent School Fund.
- **Debt Management:** issuance of debt obligations authorized on behalf of and in the name of the State (with limited exceptions), as well as the organization and facilitation of statewide pooled financing programs.
- **Unclaimed Property:** collection, receipt and safeguarding abandoned property due to Nevadans. The Division also processes and approves claims made by Nevadans for the return of their property.
- **College Savings:** administer five 529 College Savings plans, Nevada Prepaid Tuition Program, Nevada College Kick Start Program, and Governor Guinn Millennium and Memorial Scholarship Program, along with financial literacy initiatives geared towards helping Nevadans plan, save and pay for higher education.

The Office is led by Treasurer Zach Conine. The Office has approximately 45 team members working in its Carson City and Las Vegas offices.

POSITION DESCRIPTION:

The Chief Deputy Treasurer sets strategic priorities and direction for divisions of the Office of the State Treasurer, makes recommendations to the State Treasurer for realignment of job functions, division responsibilities, and changes to departmental program, supervises Office operations and personnel, manages special projects, and guides collaboration with other governmental offices and officials, and constituents.

CARSON CITY OFFICE

State Treasurer
101 N. Carson Street, Suite 4
Carson City, Nevada 89701-4786
(775) 684-5600 Telephone
(775) 684-5623 Fax

STATE TREASURER PROGRAMS

Guinn Millennium Scholarship Program
Nevada Prepaid Tuition Program
Nevada College Savings Plans
Nevada College Kick Start Program
Unclaimed Property

LAS VEGAS OFFICE

State Treasurer
555 E. Washington Avenue, Suite 5200
Las Vegas, Nevada 89101-1074
(702) 486-2025 Telephone
(702) 486-3246 Fax

POSITION RESPONSIBILITIES:

- Serve as a senior-level expert and advisor for the Treasurer on issues of policy and the Office's strategic goals and operations.
- Plan, organize, and manage activities of the Office to ensure that all statutory functions of the Office are completed appropriately and timely.
- Perform and oversee a variety of financial tasks on behalf of the State, such as the accounting, tracking, and investing of public funds.
- Coordinate the work of, and serves as point of contact for, vendors of a financial and investment nature.
- Oversee various Boards, including serving as the Ex-Officio Secretary to the State Board of Finance, Treasurer of the Nevada Capital Investment Corporation, and member of board and Vice President for the Nevada Real Property Corporation (NRPC), the entity that issues lease-purchase revenue bonds and Certificates of Participation (COPs).
- In coordination with the Chief of Staff, supervise operations of six Office divisions and ensure consistency and continuity in all aspects of Office operations across divisions.
- Provide direction to management staff on services, coordination and preparation of Requests for Proposals, contracts, presentation documents, and other financial matters.
- Represent the Office with professionalism, integrity, and a spirit of cooperation in all interactions with staff and the public.
- Inspire, motivate, and challenge team members to maximize their potential; foster a professional environment that encourages high-performance and job satisfaction.
- Perform other duties and tasks as assigned by the Treasurer.

MINIMUM QUALIFICATIONS:

- Five or more years management or leadership experience.
- A bachelor's degree or greater.
- Excellent written and verbal communication skills.
- Ability to work well in a team environment, and an ability to prioritize tasks, meet deadlines, and juggle multiple competing projects.
- High attention to detail and accuracy, with a demonstrated ability to independently analyze and solve problems, apply sound judgement, make effective decisions, and proactively identify potential issues that may impact the Office.

ADDITIONAL PREFERRED QUALIFICATIONS:

- Two or more years working in public or nonprofit sectors.
- Project management experience to oversee multiple, simultaneous projects and programs, establish priorities, develop a course of action, implement/execute, analyze, and evaluate results.
- Comprehensive understanding of Nevada government, legislative process, administrative rulemaking, and budgeting.
- Extensive experience and a high-level of professionalism in public speaking, written communication, and interactive listening.
- Strategic planning leadership, with the development and implementation of a plan within the agency as well as accountability for outcomes.

APPROXIMATE ANNUAL SALARY:

Up to \$133,060.00. Salary reflects (Public Employee Retirement System or PERS) retirement 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 provides excellent benefits to employees that include: a defined benefit retirement plan with vesting rights after five years of service; 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. Also, Nevada has no personal income tax.

POSITION LOCATION/TRAVEL:

The position is based in Carson City, Nevada. Periodic in-state and out-of-state travel is required.

INTERESTED APPLICANTS/HIRING:

Resumes will be accepted until the position is filled. Resumes will be reviewed upon receipt. Hiring may occur at any time during the recruitment process.

INTERESTED APPLICANTS SHOULD SUBMIT COVER LETTER AND RESUME TO:

Kirsten Van Ry
Chief of Staff
Nevada State Treasurer's Office
klvanry@nevadatreasurer.gov

In the subject line of the email, please include: "Last Name/Chief Deputy"

The State of Nevada is an Equal Opportunity Employer.