

Joe Lombardo
Governor

Richard Whitley, MS
Director



DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF CHILD AND FAMILY SERVICES
Helping people. It's who we are and what we do.



Marla McDade
Williams, MPA
Administrator

DEPUTY DIVISION ADMINISTRATOR SUPPORT SERVICES UNCLASSIFIED

RECRUITMENT OPEN TO: All qualified persons.

RECRUITING FOR:

The Division of Child and Family Services (DCFS) is seeking qualified candidates for the position of Deputy Administrator, Support Services. This is an unclassified position within Nevada State Government and is appointed by and serves at the pleasure of the Administrator of the Division of Child and Family Services. This position is located in Carson City or Las Vegas, Nevada. The Deputy is responsible for support services in the Division of Child and Family Services (DCFS). This position oversees the Fiscal Unit, Information Management Services Unit, and facilities management; supervises statewide managers, supervisors, and support staff in these units; leads in the development and/or execution of DCFS Support Services plans to enhance performance, outcomes, and image; ensures that DCFS has statewide fiscal/budget, operational/facility, and information technology plans with policies and regular reports to guide and evaluate effectiveness; minimizes adverse impact to DCFS by managing both staff and client-driven conflict at the statewide level; and represents DCFS in a positive manner in interactions with internal Department of Health and Human Services' (DHHS) agencies, county departments, other governmental entities, and community/external stakeholders. This position is responsible for managing and oversight of approximately thirty-eight (38) grants and a \$810,000 biennial budget.

Both Carson City and Las Vegas offer sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Carson City is nestled between stunning Lake Tahoe and vibrant Reno. Las Vegas is an exciting and dynamic area with constant entertainment such as museums, fine dining, shopping, and a vibrant night life. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

EDUCATION AND EXPERIENCE:

The Deputy Administrator must demonstrate successful experience leading and administering both fiscal and information management services programs. The successful candidate will have graduated from an accredited 4-year college or university. A master's degree is desired. Candidates who consider themselves strong in positive change management are strongly encouraged to apply.

SALARY AND BENEFITS:

This position is compensated up to \$151,902 employer/employee paid retirement. Excellent benefits package including health, dental, and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, eleven paid holidays, and no state, county, city, or social security tax! In addition, relocation assistance may be available.

DCFS in genuine partnership with families, communities, and other governmental agencies provides support and services to assist Nevada's children and families in reaching their full human potential. We recognize that Nevada's families are our future and children, youth, and families thrive when they live in safe permanent settings, experience a sense of sustainable emotional and physical wellbeing, and receive support to consistently make positive choices for their family and the common good. DCFS is an extremely complex organization with incredibly dedicated and professional staff committed to serving Nevada's youth and families!

TO APPLY:

Please submit a cover letter and detailed resume that includes a description of employment history to include name and addresses of employers, scope of responsibility, reasons for leaving, and professional references to:

Division of Child and Family Services
Attn: Recruitment Manager
4126 Technology Way, Suite 102
Carson City, NV 89706
Email to: dcsrecruiting@dcs.nv.gov

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