



Career Opportunity

Nevada Commission for Persons who are Deaf and Hard of Hearing

Executive Director

Aging and Disability Services Division (ADSD) is accepting resumes for an Executive Director position of the Nevada Commission for Persons who are Deaf and Hard of Hearing. This position may be in Carson City or Las Vegas depending on the most qualified applicant and the needs of the agency. This position is in the unclassified service. The incumbent will serve at the pleasure of the Administrator of the Division.

The primary responsibility of the Executive Director for the Commission is to develop and supervise achievements of Commission goals including monitoring and reporting on the State Plan for Deaf and Hard of Hearing Services. This position has the responsibility for continual contact with public and private organizations, State offices, and legislators involving discussion, explanation and interpretation of policies, rules and regulations of state and federal programs affecting citizens who are deaf, hard of hearing, or speech impaired. The Executive Director represents the Commission, its programs and policies publicly, requiring public speaking, interpreting of laws and policies, and handling of difficult circumstances involving the Commission and services for the deaf, hard of hearing, or speech impaired. This includes research and analysis, technical assistance on planning and organizational activities to carry out the state plan and Commission activities.

The position is also responsible to assist in the preparation of the Commissions budget and recommendations to the Commission and ADSD. Oversees compliance with state administrative and procurement requirements for grants/contracts for Commission approved projects. Reviews and approves expenditure reports to ensure compliance with any laws or regulations.

The position facilitates arrangements for Commission meetings to include preparation of agendas, distribution of all meeting materials, scheduling and arrangement of accessible meeting rooms, transportation and accommodations for Commission members and the public, and preparation of public notices and meeting minutes. This includes assistance to Commission Chairperson as necessary for conducting Commission business in an orderly and effective manner, develop and implement procedures for Commission operations, and staffing of commission meetings.

The Aging and Disability Services Division (ADSD) provides an atmosphere of innovative thinking, teamwork, friendly co-workers, and promotes a positive work environment. The mission of ADSD is to provide leadership and advocacy in the planning, development and delivery of a high quality, comprehensive support service system across the lifespan to allow all of Nevada's elders, children and adults with disabilities or special health care needs, to live independent, meaningful and dignified lives to the greatest extent possible. The responsibility of ADSD is to ensure the provision of effective supports and services to meet the needs of individuals and families.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public administration, government affairs, business administration, or related field and one year of professional experience in program development and evaluation which required the application of regulations, laws, policies and procedures in making determinations; **OR** an equivalent combination of education and experience.

PREFERRED EXPERIENCE: Individual who has experience working with people who are deaf, hard of hearing or speech impaired; proficient in American Sign Language.

SKILLS and KNOWLEDGE: *General knowledge of:* state government policies and processes, familiarity with open meeting laws, and deaf culture. *Ability to:* evaluate program effectiveness and recommend innovative and improved procedures and practices to enhance program services; coordinate program activities with professionals from a variety of disciplines; interpret regulations and laws; make independent decisions that impact the quality of services provided; identify policy issues which require management resolution; conduct needs assessments and interpret results including development of strategic plans; develop statistical and analytical reports; interpret case and program budgets and financial statements; plan and conduct meetings; research, develop and manage grant proposals and projects.

SALARY AND BENEFITS: As a full-time position compensation is approximately \$71,756 annually. Excellent benefits package including health, dental and vision insurance, Public Employees' Retirement System (PERS) Plan, paid vacation, 11 paid holidays, and no state, county, city or social security tax. Other employee benefits such as life and disability insurance, and deferred compensation plans are available.

For further information or to apply, please submit your resume or Curriculum Vitae with a letter of interest and three (3) professional references to:

Lori Gaston
ADSD Human Resource Analyst
3320 W. Sahara Ave., Suite #100
Las Vegas, NV 89102
Lgaston@adsd.nv.gov

Applications will be accepted until recruitment needs are satisfied.

In the Subject line, please reference: **D/HH Commission Executive Director**