



**DEPUTY ADMINISTRATOR, ADMINISTRATIVE SERVICES
DIVISION OF PUBLIC AND BEHAVIORAL HEALTH
Salary up to \$106,365 (employer-paid retirement)
\$122,187 (employee/employer-paid retirement schedule)**

Division of Public and Behavioral Health (DPBH) Administrative Services Branch is currently considering applicants for the position of Deputy Administrator. The agency has a biennial budget of approximately \$1.2 billion and employs approximately 1750 state FTEs. The division has 31 budgets and approximately 50 programs that include but are not limited to regulatory and planning services, behavioral health policy, community health services, and clinical services.

DESCRIPTION: Under the general direction of the Division Administrator, the incumbent provides leadership and oversight of the Administrative Services Branch of the Division. Responsibilities include: oversight and participation in the development and administration of the division's budget; the administration of federal grant programs; administration of the contracts unit and billing unit; planning for space, communication equipment and technological improvements; the development of organizational structure, staffing patterns and resource allocation; planning and implementation of IT initiatives; research and development of administrative policies; research and development of legislative proposals. Coordinates with various federal, state and local government agencies and stakeholders. Represents the division before various groups and committees.

This is an unclassified position and serves at the pleasure of the Division Administrator, Division of Public and Behavioral Health. Statewide travel is required.

QUALIFICATIONS: A Bachelor's degree or Master's degree with major course work in public health, health services administration, social science, human services, business administration, public administration, or a related field and a minimum of four years' managerial experience which included experience in fiscal services, human resources, information technology or a related area and demonstrated knowledge and experience in the development and administration of a complex budget, grants and contracts, fiscal analysis, strategic planning, project management, policy development, interpretation of federal and state laws and regulations, the legislative process to include testifying and presenting to various legislative bodies, etc., and management of supervisory staff; OR an equivalent combination of education and experience.

LOCATION: The position may be located in Reno, Carson City or Las Vegas Nevada, depending on the candidate pool.

BENEFITS: Benefits include: medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS); 11 paid holidays each year; accrual of three weeks annual leave and three weeks of sick leave each year.

TO APPLY SUBMIT RESUME TO:

Division of Public and Behavioral Health
Central HR Office
Attention: Melissa Cronan
4150 Technology Way, Suite 300
Carson City, NV 89706
mcronan@health.nv.gov

Special Instructions: *Resumes must include a detailed description of education and employment history to include scope of responsibility, salary history, and professional references. *In your cover letter, please indicate how you heard about the position.

A criminal history background check is required as a condition of employment.

Resume's will be accepted until this recruitment is satisfied.