



UNCLASSIFIED JOB ANNOUNCEMENT

Division Administrator, Nevada Investigation Division
Carson City, Nevada

RECRUITMENT OPEN TO:

The Nevada Department of Public Safety is conducting a national search for an experienced, innovative and committed law enforcement professional to lead the Nevada Investigations Division. Ideal candidates must have strong leadership and interpersonal skills to provide innovative and dynamic approaches in public safety services that contribute to the quality of life for the residents and visitors of the State of Nevada. The ideal candidate will value ethics, community, teamwork, communication, timeliness, results, and accountability; be able to break down organizational silos and barriers; and be resilient and committed to the success of the organization and employees. Finally, the ideal candidate will have significant experience with criminal investigations.

AGENCY RESPONSIBILITIES:

The Investigation Division provides criminal and administrative investigatory response to local, state, and federal law enforcement and criminal justice agencies throughout the State of Nevada. These investigative responses include such crimes or incidents as homicide and questionable deaths, in-custody deaths, officer-involved shootings, threats against public officials and state employees, sex crimes, crimes against children, auto theft, financial crimes, election fraud, public misconduct, administrative investigations, technology crimes, and polygraph examinations.

The Investigation Division also conducts a variety of narcotic investigations which focus on the illegal use, sales, distribution, trafficking, cultivation, or manufacture of controlled substances such as Methamphetamine, Cocaine, Heroin, and Marijuana, as well as the abuse or diversion of prescription and pharmaceutical drugs. As part of its narcotics enforcement efforts, the Investigation Division oversees five multijurisdictional task forces throughout Nevada, which operate in partnership with the impacted local law enforcement agencies. The Investigation Division further works collaboratively with federal drug task forces throughout the state. The Investigation Division also participates in multijurisdictional efforts to identify and eradicate illegal Marijuana growing in Nevada.

The Investigation Division houses the Nevada Threat Analysis Center (NTAC)—Nevada's state fusion center. The NTAC is one of 80 federally recognized fusion centers in the United States, and is tasked to receive, analyze, and disseminate public safety information to local partners in effort to deter, detect, prevent and respond to terrorism, criminal activity, and other public safety hazards. In support of that effort, the Investigation Division has a detective assigned to the Southern Nevada Counter Terrorism Center (SNCTC), the state's other fusion center located in Clark County, to help ensure that information sharing efforts across the state are fully integrated.

SALARY AND BENEFITS:

Annual compensation for this position is up to \$149,027 on the employer/employee paid retirement along with a benefits package that includes health, dental and vision insurance, Public Employees Retirement Plan, three weeks paid vacation, three weeks sick leave, and thirteen paid holidays. An employer-paid retirement plan is also available with a reduced gross salary. **State employees do not contribute to Social Security.**

POSITION DESCRIPTION:

The Division Administrator is at-will and is appointed by the Director of the Department of Public Safety. The Division Administrator will provide executive leadership to the Nevada Investigations Division. The Division Administrator is responsible for administrative, fiscal, and operational functions of the division. The Division Administrator will exercise all power and authority vested by law to carry out the mission of the division by planning, organizing, directing, and controlling division resources. The Division Administrator will be expected to demonstrate and promote the highest standards of personal and professional conduct and will be expected to work collaboratively with members of the Department to foster a working environment that encourages individuals to excel in their areas of responsibility. The Division Administrator shall be well-versed in all operational and administrative aspects of comprehensive public safety operations.

QUALIFICATIONS:

Bachelor's degree in public administration, business administration, criminal justice, or related field. Qualified candidates shall possess at least four years of increasingly responsible law enforcement management experience, one year of which included responsibility for managing a law enforcement operation, coordinating resources, staff, and developing a state budget. Candidates must meet minimum standards of appointment as a Nevada peace officer as established by Nevada Revised Statutes and Nevada Administrative Code. The selected candidate must meet firearm qualifications/certifications standards and proficiency requirements as established by department policy. Successful completion of an extensive background investigation is required prior to appointment.

TO APPLY: (Recruitment will be opened until needs are satisfied)

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to:

Mary Gordon, HR Manager, Department of Public Safety
555 Wright Way
Carson City, NV 89701
Phone: 775-684-4703
Email: mgordon@dps.state.nv.us

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.

THE DEPARTMENT OF PUBLIC SAFETY IS AN EQUAL OPPORTUNITY EMPLOYER.