



State of Nevada

Invites you to apply for

ADMINISTRATOR



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

**“OUR CAPACITY TO
ACHIEVE GREAT DEEDS
WILL NEVER BE IN
QUESTION, BECAUSE WE
WILL FOLLOW THE NEVADA
WAY – NEVER GIVE UP,
NEVER GIVE IN, AND NEVER
STOP DREAMING.”**



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



DIVISION OF RISK MANAGEMENT

MISSION STATEMENT:

The mission of Risk Management is to preserve and protect State property and personnel. This is achieved by integrating agency programs that systematically identify and analyze exposures to risk, selecting and implementing appropriate risk control strategies, financing anticipated or incurred losses and regular monitoring for continual improvement and enhancement.

VISION STATEMENT:

Our vision is to continually improve our service to the State, to protect the State's human, intellectual, physical and financial assets and resources and to collaborate with staff to help them meet their goals thereby minimizing the probability, occurrence and impact of accidental losses to the Government of the State of Nevada.

Department of Administration, provides comprehensive risk analysis and insurance management services to state agencies. Risk Management protects the financial and physical assets of the state through proactive risk identification, mitigation strategies, and effective claims management.

The division manages the state's insurance programs, oversees safety and loss prevention efforts, and handles liability and property claims.

Through collaboration with state agencies and external partners, Risk Management ensures cost-effective risk financing, policy compliance, and the promotion of workplace safety across state operations.

UNIT SECTIONS:

Insurance & Contracts

**Risk Management
Vehicle / Property
Claims Safety**

**Workers'
Compensation**

THE IDEAL CANDIDATE



**Join a team where your impact
will matter from day one.**

WHAT WE'RE LOOKING FOR:

The State of Nevada is seeking a strategic and knowledgeable professional to serve as the Administrator of the Risk Management Division. This executive-level position is responsible for directing the state's risk management programs, including self-insurance plans, risk assessments, insurance procurement, loss control, and claims oversight. Reporting to the Director of the Department of Administration, the Administrator ensures that risk management policies align with state objectives, legal requirements, and best practices.

WHAT YOU'LL BE DOING:

Leads the statewide development and execution of risk management strategies, overseeing all insurance programs, claims resolution, and risk financing for state agencies. Serves as the state's primary expert on risk matters, managing compliance, collaboration with key stakeholders, and a team of professionals dedicated to minimizing financial and operational exposure.

KEY QUALITIES & COMPETENCIES:

- Professional certifications such as ARM (Associate in Risk Management), CPCU, or equivalent.
- Familiarity with public sector or governmental risk management practices.
- Experience managing insurance procurement, liability claims, and workplace safety initiatives.
- A strategic thinker with extensive experience in enterprise risk management.
- An effective communicator and negotiator with the ability to collaborate across departments and with external stakeholders.
- Knowledgeable in insurance markets, legal liability, claims handling, and loss prevention techniques.
- Skilled at leading teams and managing complex financial and operational programs.
- Committed to transparency, integrity, and public service excellence.

SALARY:

Employer/Employee: \$124,068, yearly
Employer: \$106,268, yearly

QUALIFICATIONS:

Five (5) years of progressively responsible experience in risk management, insurance administration, or a related area, including experience at the managerial level.

LOCATION:

CARSON CITY

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

The Department of Administration
Email: deptadmin@admin.nv.gov
with subject line: Risk Management Administrator

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

