



**DEPARTMENT OF BUSINESS AND INDUSTRY
TAXICAB AUTHORITY**

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – June 10, 2024

**DEPUTY DIVISION ADMINISTRATOR,
ENFORCEMENT, TAXICAB AUTHORITY**

The State of Nevada, Department of Business and Industry, Taxicab Authority is seeking qualified applicants for the position of Deputy Administrator. This is an unclassified full-time position within Nevada State Government, appointed by and serving at the pleasure of the Division Administrator.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants.

AGENCY RESPONSIBILITIES:

The Taxicab Authority (TA) is responsible for regulating the taxicab industry in counties whose population is 700,000 or more. The mission of the TA is to provide for the safety, comfort, and convenience of taxicab users through the regulation of the taxicab industry in Clark County, including issuing and transferring Certificates of Public Convenience and necessity to and between taxicab companies; determining the number of taxicabs authorized per certificated company; issuing, suspending and revoking drivers' permits; determining the safety, mechanical operation, and comfort standards of taxicabs; determining the fares to be charged; and conducting criminal investigations in conjunction with other law enforcement agencies.

POSITION LOCATION: Las Vegas, Nevada

APPROXIMATE ANNUAL SALARY:

\$111,773.00 per year plus benefits. **Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary. This salary does not include an additional Cost of Living Adjustment effective July 1, 2024.*

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 12 paid holidays, and paid sick and annual leave. Other employees' paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

The Deputy Division Administrator, Enforcement for the Taxicab Authority (TA), will have positional authority and ability to make decisions regarding Divisional needs in the absence of the Administrator. The Deputy Administrator of Enforcement will work with existing staff to provide optimization in workflows and provide for better operational efficiencies of the Agency. The successful candidate must be POST qualified. The incumbent will provide oversight of the following Sections: Vehicle Inspections, Administration, Compliance Enforcement, and any other sections the Administrator may deem necessary.

TO QUALIFY:

Education and Experience (Please ensure this is reflected in your resume):

- A minimum of five years of management experience as described in the position description.
- Excellent oral and written communication, management, and organizational skills.
- Knowledge of State standards and regulations
- Graduation from an accredited college or university with a bachelor's degree.
- Experience with governmental agencies along with supervision of a law enforcement entity.
- Experience and/or understanding of the complexities of moving high volumes of people with various modes of transportation and familiarity with transportation technology systems.
- Knowledge of software programs directly related to the transportation industry, including all components of the Microsoft Office suite, Adobe Acrobat Professional, and web-based applications.
- Ability to resolve personnel matters utilizing above average interpersonal skills.
- Excellent human relations skills with demonstrated ability to build effective working relationships inside and outside state government.
- Must be Peace Officer Standards Training (POST) certified in the State of Nevada or able to pass the POST reciprocity test upon being hired.

The ideal candidate will possess:

- The ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.
- The ability to supervise the Agency in the absence of the Administrator.
- Under general supervision, the ability to manage and supervise all law enforcement and program related activities of investigative and program staffing in an assigned region.
- The ability to coordinate program activities with fiscal managers and provide administrative direction in drafting and changing division policies, procedures, and regulations.
- The ability to plan, direct and evaluate operational requirements including allocation of staff, financial resources, and organizational structure.
- A zest for effecting change and developing and managing a forward-looking workforce.

- The ability to evaluate situations and design creative and comprehensive solutions.
- The drive to establish and achieve goals and objectives in an expedient manner.
- The ability to motivate and empower staff to be leaders, driven to make a positive difference.

TO APPLY:

Please submit a detailed resume that includes a description of your experience with the following:

- Transportation Technology
- Human Resources and Employee Management
- Fiscal Analysis and Budget Development
- Program Development and Oversight
- Legislative and Regulatory Experience
- Written and Oral Communication, including Report Presentation and Oral Presentations
- Law Enforcement Experience

SUBMIT LETTERS OF INTEREST, RESUMES, LIST OF REFERENCES, AND DIRECT INQUIRIES TO:

State of Nevada Taxicab Authority

Attn: Todd Park

2090 East Flamingo Road, Suite 200 Las Vegas, NV 89119

OR

Email to: tpark@taxi.state.nv.us

In the subject line, please reference: Deputy Division Administrator, Taxicab Authority

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

All applications will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. Resume must include a detailed description of employment history to include name and addresses of employers including reasons for leaving, scope of responsibility, and professional references.

*Persons offered employment in this position must submit to a pre-employment fingerprint, criminal history check, a background investigation and pre-employment screening for controlled substances.

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.