



**DEPARTMENT OF BUSINESS AND INDUSTRY  
HOUSING DIVISION**

**UNCLASSIFIED JOB ANNOUNCEMENT  
Posted:**

**DEPUTY ADMINISTRATOR**  
Nevada Housing Division, Department of Business and Industry

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator for the Nevada Housing Division.

**AGENCY RESPONSIBILITIES:**

The Nevada Housing Division is a division of the Department of Business and Industry. The Housing Division (Division) was established in 1975 as the State Housing Finance Agency with the mission to improve lives and strengthen Nevada's communities by expanding housing opportunities building self-sufficiency, protecting the residents and industry of manufactured housing and fostering economic development. The Division estimates that it touches the lives of one in four Nevadans through programs and funding for homeownership, production and preservation of multi-family rentals, state and federal grants, manufactured housing compliance, weatherization efficiencies and producing low-income housing data and reports.

**APPROXIMATE ANNUAL SALARY:**

Up to \$103,890 plus benefits. The salary range reflects retirement through the Public Employees' Retirement System of Nevada (NVPERS) with contributions by both the employee/employer paid contribution plan. An employer paid contribution plan is also available with a reduced gross salary. *Please note: As of July 1, 2024, the annual salary will be automatically increased by a legislatively approved 11%.*

**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 employee-paid benefits such as deferred compensation plans are also available.

**POSITION LOCATION**

The position may be in the Carson City or the Las Vegas, Nevada office with up to 25% statewide travel and 10% out-of-state required.

## **POSITION DESCRIPTION:**

The position serves as Deputy Administrator of Housing Programs (Deputy of Programs) for the Division. The incumbent will serve as a member of the Division's executive leadership team alongside the Deputy Administrator of Compliance and Manufactured Housing, the Chief Financial Officer and Chief of Administration, led by the Division Administrator.

The Deputy Programs oversees State and Federal Housing Grants Programs for the Division. These programs provide funds to subrecipients, primarily nonprofits and local governments, statewide for the development of affordable housing, homelessness services, transitional housing, rental assistance, downpayment assistance, homeowner rehabilitation programs and weatherization programs, for example. As Deputy Programs, building and fostering relationships with the subrecipients and the Division's funders is critical to be successful. Additionally, being able to step back and assess the programs and the team for their efficiencies, impacts and gaps is critical to the ability of the Division to execute its strategic plan.

The Deputy Programs, along with Division leadership, serves as a representative of the Division and expert in affordable housing, therefore is often requested to serve on boards, committees, provide presentations at housing events and attend and testify at legislative committee hearings.

Leadership qualities are as fundamental as the grants administration and/or affordable housing experience. Good leadership in this position should be organized, collaborative, a good communicator both verbal and written, a relationship builder, strategic thinker and a team builder. This position must be able to delegate when appropriate and should be able to prioritize the many demands.

### **Some of the duties and responsibilities include but are not limited to:**

- Ensure compliance of grants that are distributed statewide.
- Oversee selection criteria for grant and loan applicants and designing processes to ensure grant and loan recipients meet eligibility requirements and maintain compliance with federal and state regulations, including applicable NACs, NRS, CFRs and US Treasury regulations.
- Participate in a team that oversees the distribution and compliance of a \$500 million State and Local Fiscal Recovery Funds for the advancement of affordable housing.
- Support the implementation of a newly awarded \$32 million supportive services grant, including the development and launch of the program and application.
- Develop the State Comprehensive Plan for HUD in collaboration with the Governor's Office of Economic Development (GOED).  
Serve as a subject matter expert to provide guidance to the team, grant recipients, stakeholders, housing developers, leadership and the public about eligible uses of state and federal funding and applicable changes to regulations.
- Maintain collaborative relationships with partner state agencies, local jurisdictions across the state, grant recipient organizations, non-profits, representatives of the Department of Energy that administers the weatherization grant and representatives of the US

Department of Housing and Urban Development (HUD) that awards the state the annual housing grants.

- Coordinate contracts and oversee, or support the oversight of, any outside consultants who provide support for the grant programs.
- Assess both internal and external processes, i.e., reimbursements, contracts, monitoring, to ensure efficiency and compliance.
- Meet regular federal and state reporting requirements including the Annual Action Plan in cooperation with GOED, evaluating the housing climate, the annual State Plan required by the US Department of Energy forecasting use of the annual Weatherization program funding, describing how the state will use annual awards from HUD, and any other required reports per our state and federal partners.
- Directly supervise staff, providing guidance and support to ensure their development and success, including setting performance goals and facilitating professional growth opportunities.

### **TO QUALIFY:**

Preference will be given to candidates with a bachelor's degree from an accredited college or university in Public Administration, Business, Finance, Accounting or related field and at least five years of experience in Housing or at a regulatory agency OR graduation from high school or equivalent education and five years of professional experience as described above.

### **Candidates must demonstrate the following:**

- Knowledge of the Affordable Housing Industry and/or Grant Administration
- Sound leadership skills with the ability to motivate and support diverse teams
- Ability to understand and interpret complex regulations
- Excellent written and oral communications
- Ability to collaborate with diverse groups of stakeholders and members of the public
- High level of organization
- Ability to multi-task and manage a variety of programs and priorities
- Understanding of accounting and budgeting
- Ability to streamline processes and effectively distribute human and financial resources

### **TO APPLY**

**Please submit a resume, letter of interest, and three professional references to:**

Karenza Espino, Chief of Administration  
Nevada Housing Division  
[kespino@housing.nv.gov](mailto:kespino@housing.nv.gov)

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT: Deputy Administrator

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL DEADLINE  
JULY 10, 2024.**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

A criminal history check and fingerprinting are required as a condition of employment.

*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.*