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STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PUBLIC WORKS DIVISION

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted – November 14, 2022

**Deputy Administrator, Professional Services,
State Public Works Division**

RECRUITMENT OPEN TO:

This is a statewide, open competitive recruitment, open to all qualified applicants. This is an unclassified, at-will, full-time, exempt position appointed by and serves at the pleasure of the Administrator of the State Public Works Division. Resumes will be accepted on a first-come, first-served basis until the position is filled. Hiring may occur at any time.

OPPORTUNITY AND MISSION:

The mission of the State Public Works Division is to provide well-planned, efficient, and safe facilities for State of Nevada executive branch agencies so they can effectively administer their programs and carry out their statutory responsibilities.

The Division's philosophy is to build consensus, take pride in our work and serve with humility. The Deputy Administrator position is expected to lead and develop a vision for staff who have been developed and taught to embrace that philosophy, including registered architects, engineers and planners.

The State Public Works Division is part of the Department of Administration, which is committed to providing efficient and responsive services and strategic leadership. The Division's Deputy Administrator of Professional Services is part of Public Works leadership team and reports to the Administrator. This team is focused on providing effective programs and statewide solutions, developing a skilled and flexible workforce, implementing process improvements, and embracing the effective use of technology.

RESPONSIBILITIES INCLUDE:

- Assist the Administrator with development and implementation of the State's biennial Capital Improvement Program (CIP). The 2021 CIP includes total project budgets of over \$480 million, spread across 91 projects.

- Testifying on Division activities before public bodies including the Nevada Legislature, the Legislature's Interim Finance Committee, the Board of Examiners, and the Board of Finance.
- Working with Administration budget staff to oversee professional services budget.
- Managing 32 full-time Professional Services' positions, promoting Department and Division values, encouraging professional development, and evaluating the team.

MINIMUM QUALIFICATIONS:

- Applicants must hold a valid Nevada license as a Professional Engineer or Nevada Registered Architect.
- Two years of post-licensure experience required managing and directing architectural or engineering functions and supervising the work of lower-level architects, engineers and paraprofessional staff involved in the design, planning and coordination of construction projects and/or capital improvement programs or two years' experience as a Project Manager III in Nevada State Service.

APPROXIMATE ANNUAL SALARY:

The salary range of the Deputy Administrator of SPWD is up to \$133,060 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.*)

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

SPECIAL REQUIREMENTS:

- 1) A State of Nevada/FBI background check may be required of the selected applicant.
- 2) Your resume **must include:** your professional licenses/certifications, the certificate no. and date issued and two (2) professional references.

POSITION LOCATION: Las Vegas or Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

(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.)

TO APPLY:

Please submit a resume, letter of interest, and (2) two professional references at:

<https://hcm20.ns2cloud.com/sf/jobreq?jobId=15304&company=SONHCM20>

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.