



STEVE SISOLAK  
Governor

## NEVADA GAMING CONTROL BOARD

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BRITTNIE WATKINS, *Chairwoman*  
PHIL KATSAROS, *Member*  
VACANT, *Member*

### Deputy Chief, Administration Division Nevada Gaming Control Board Carson City, Nevada

Salary up to **\$110,470** (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Deputy Chief of the Administration Division. This is an unclassified, full-time position located in Carson City, Nevada.

#### Position Description

Under general direction from the Chief of Administration, the Deputy Chief provides management oversight to both professional and support staff in administering Board programs, such as accounting, budgeting, purchasing, building management, vehicle utilization and maintenance, and contracts and leases, and performs related work as required.

Examples of duties include, without limitation, managing various divisional programs and staff in planning, organizing, controlling and establishing divisional policies, work methods, and procedures for ensuring compliance with established directives, regulations, laws, state policies and practices governing the respective programs; collecting and analyzing source information to develop budget guidelines for the distribution to divisions; providing guidance and assistance to divisions in preparing budget requests; developing the Board's biennial budget request for submission to the Governor's Finance Office and the Legislature; developing and maintaining a budgetary system to track, analyze, forecast, report, and control revenues, funding, and expenditures by division to ensure compliance within budgetary limits; establishing and maintaining internal controls on expenditures; coordinating overall budget needs with the Chief of the Administration Division; supervising the Accounting Section of the Administration Division; overseeing the review and approval process of invoices, vouchers payable, billing claims, and other accounting documents to ensure compliance with internal control procedures and expenditures within appropriate categories and spending limits; coordinating the process of developing, monitoring, reporting, and amending the Board's performance indicators as it relates to the Board's biennial budget; reviewing, analyzing, and auditing the procedures, directives, policies, and practices of the Board to ensure compliance with standard accounting practices, statutory and regulatory requirements, legislative intent, and sound fiscal management principles and making resultant recommendations; establishing new and reviewing existing, internal controls and directives as needed, periodically reviewing compliance with the same, and recommending amendments as needed.

#### Travel

In-state travel may be required outside of normal business hours.

#### Recruitment

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

#### Minimum Qualifications

Required qualifications include graduation from an accredited college or university with a bachelor's degree in public administration, accounting, finance, economics, or other applicable degree; and five

years of progressively responsible professional experience in business, accounting, or fiscal management, including three years in a supervisory or management level position; or an equivalent combination of education and experience. Both education and experience may be substituted on a year for year basis.

**Location**

This position is located in Carson City.

**Salary**

The salary for this position is up to **\$110,470** and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

**How to Apply**

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). All applicants must submit a cover letter, a resume, and a copy of their college transcripts. In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted. Applications will be accepted until recruitment needs are satisfied.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

***The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on 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.***