
Deputy Secretary of State for Operations – Job Announcement

The Nevada Secretary of State seeks a candidate to fill the Deputy Secretary of State - Operations position. This full-time position reports directly to the Chief Deputy Secretary of State, is open to all qualified applicants, is an appointed position and serves at the pleasure of the Secretary of State. The position is in Carson City or Las Vegas, Nevada.

Under the direction of the Chief Deputy Secretary, the ideal candidate would effectively perform the following:

- Provides oversight for the internal administrative functions of the Secretary of State (SOS) including the agency's budget / accounting department and information technology services.
- Implements the agency's strategic plans through leaders of accounting and information technology departments.
- Oversees the SOS financial section and supports the Administrative Services Officer 3, including biennial budget preparation, preparation of fiscal notes for proposed legislation, continuous budget tracking and management, year-end closing, work programs, purchasing, contract management, accounts payable and receivable, establishing and monitoring compliance with internal controls, revenue tracking, forecasting, and presenting at meetings of the Board of Examiners and the Interim Finance Committee.
- Oversees the SOS Information Technology Services Department, provides general direction and support to the Chief Information Technology Manager in prioritizing and monitoring SOS IT projects / change orders / help desk tickets and regular maintenance, establishing performance / regular review updates of IT policies and procedures, ensuring compliance with State of Nevada enterprise Information Technology Services policies and procedures, ensures SOS IT project deadlines are met and forecasting IT resource needs are managed.
- Oversees management of facilities for SOS in Carson City and Las Vegas, including collaboration with State of Nevada Public Works/Buildings/Grounds Leasing Services and private property owners of leased facilities to ensure all SPS facilities are functional, safe and secure.
- Mentors and supervises the Operations Administrative Assistant positions (2 full-time positions), including responsibility for staffing and management of the SOS Capitol Reception desk, managing office-wide equipment and supply needs and coordination of travel.
- Serves as contributing member of the SOS Executive Team including participation in strategic planning for the office, assisting in developing and advocating for legislative measures to advance the policy and operational needs of the office, acts in the stead of the Secretary at various boards and commissions as necessary and appropriate.

Preferred Education and Experience

- Bachelor's degree from an accredited college or university with major coursework in accounting, business administration, public administration or related field OR an equivalent combination of education and experience including directly related experience in performing professional management and/or administrative duties in a government setting.
- IT project management experience relating to the phases of design, development and launch of an IT project.
- Working knowledge of standard governmental budgeting and accounting principles, legislative and regulatory processes, and governmental human resources administration.
- Places a priority on serving the needs of the State of Nevada and its constituency.
- Possesses a strategic mindset involving proactive planning, consideration of long-term impact of decision making on future goals, critical analysis in evaluating variables that influence long term success, effective resource allocation in alignment with strategic goals, flexibility to adapt to changing circumstances, recognizing and seizing opportunities to gain competitive advantage and mitigating potential risks that could negatively impact plans.
- Assists in the development and implementation of State policies overseen by the Secretary of State.
- Maintains a working knowledge of the statutory and regulatory requirements and internal policies and procedures of each division/program.

Benefits:

- The annual salary range of \$138,385 is based on July 1, 2024, Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.
- Benefits include medical, dental, life and disability insurance programs; participation in the Public Employee's Retirement plan (PERS), 12 paid holidays each year, paid annual and sick leave.

Special Requirements:

- A State of Nevada/FBI background check may be required for the selected applicant.
- A pre-employment criminal history check and fingerprinting are required and paid for by the agency.

Special Instructions:

Candidates must provide a detailed description of education and employment history to include scope of responsibility and three professional references.

To Apply

Please email the following documents to soshr@sos.nv.gov

- Resume (see special instructions above)
- 3 Professional References

This recruitment may close at any time based on the number of applications received. Qualified applicants are encouraged to apply as soon as possible. The state of Nevada is an equal opportunity employer dedicated to building a diverse, inclusive and innovative work environment. 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.