



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Enterprise IT Services Division***

100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701  
Phone: (775) 684-5800 | [www.it.nv.gov](http://www.it.nv.gov) | Fax: (775) 687-9097

**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted: November 29, 2021

**Deputy Administrator, Enterprise I.T. Services Division**

**RECRUITMENT OPEN TO:**

Open to all qualified applicants. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time. The position is appointed by the Division Administrator, is in the Unclassified service of the State, and serves at the pleasure and sole discretion of the Division Administrator.

**COMPENSATION:**

Annual salary up to \$120,977 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.*) Salary and benefits may be increased or decreased by the Nevada State Legislature every two years.

**POSITION RESPONSIBILITIES:**

Under the general supervision of the Division Administrator, the Deputy Division Administrator is responsible for implementing the strategic initiatives, managing day-to-day operations, and accomplishing the mission of the Division of Enterprise IT Services.

The Deputy Administrator supervises up to 6 direct reports with approximately 150 IT professionals and several administrative staff; is responsible for assisting with legislative presentations, and development and implementation of a biennial budget totaling approximately \$40 million. This position will be a point of contact with customers and vendors and is responsible for the following three administrative units and activities within the Division:

Communications Services: This unit provides the planning, procurement, operation, and maintenance necessary to support the telecommunications infrastructure that delivers information transport services, such as email, voice – wireline and radio, Internet access, and information data exchanges, in support of all applications operated by State agencies. The State-Wide Area Network also serves all city and counties in the State and operates in compliance with multiple federal requirements.

Computing Services: This unit provides computing services to Departments that require

simultaneous sessions by thousands of state workers interacting with multiple data bases. These services require real time interactions among enterprise software applications, mainframe computer, server farm, and data storage facilities. Operations must comply with CJIS, HIPAA, IRS and other regulatory regimes. This unit is also responsible for maintenance and replacement of enterprise servers, endpoint security monitoring on 15,000 desktop computers and other endpoint devices, and monitoring of the State WAN, internal agency LANs, and all state endpoint devices.

Application Development and Agency Services: This unit's activities involve application development and support for enterprise applications such as payroll (Advantage), employee management (NEATS), budget (NEBS) as well as web site, database, and agency specific applications. Additional services include project management, concept analysis, design, programming and piloting, application testing and software implementation. This unit is also responsible for operation of a 24x7x365 service desk, desktop services in Carson, Reno, Elko and Las Vegas and LAN support throughout the appropriate agencies.

**QUALIFYING EXPERIENCE:**

10 years of experience in information technology, telecommunications, or cyber security and at least 3 years which included management and recruitment of technology personnel. The ideal candidate will have some experience in each of the above areas. This experience should be progressively responsible as measured by number of personnel supervised, size of the budget over which the candidate has exercised discretion, and by the technological sophistication of the systems under management.

The successful candidate will demonstrate skill in organizational analysis, strategic planning and operational delivery, public presentations, and effective personnel management.

**POSITION LOCATION:**

The position is located in Carson City, NV. Intra-state and national travel will be required.

**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, Submit Cover Letter and Resume to:**

[DEPUTY ADMINISTRATOR, EITS \(nv.gov\)](#)

*The State of Nevada is an Equal Opportunity Employer.*