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STATE OF NEVADA
Department of Corrections

UNCLASSIFIED JOB ANNOUNCEMENT
Deputy Director – Support Services (U9035)

Nevada Department of Corrections

Recruitment Open to:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Corrections (NDOC).

Geographic Location: Carson City, Nevada

Approximate Annual Salary:

\$131,743 annually. Salary reflects Public Employees Retirement System (PERS) Employer and Employee contributions plan. An Employer-only paid contribution plan is also available at the election of the employee; which results in a reduced annual gross salary of **\$114,934**. The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick leave and annual leave. An explanation of the retirement options and information regarding State retirement benefits may be accessed at www.nvpers.org. A description of the current health benefits available to all employees may be accessed at <https://pebp.state.nv.us>. Other employee paid benefits such as deferred compensation plans are available.

DEFINITION – Under the administrative direction of the Director, Nevada Department of Corrections (NDOC), the incumbent for this position is responsible for planning, organizing, directing, monitoring, and evaluating all non-custody matters such as organizational planning/problem solving, logistics, fiscal and budgetary oversight, consultation, legislative analysis & compliance, and strategic fiscal guidance.

GENERAL CHARACTERISTICS:

Responsibility for providing administrative oversight, planning, organizing, directing, monitoring and evaluating operational effectiveness of several key infrastructure

components, to include finance, accounting, fiscal, contracts, information technology (IT) and external contracting services.

Strategic focus on continual process and operations improvements, oversees daily supportive services operations, planning, quality assurance; develops and monitors use of resources efficiency metrics.

Responsible for integrating planning systems, work-arounds, strategies and tactics through development, implementation and updating of mission statements, identification of critical issues, long & short term objectives, financial projections, viable solutions, corrective action plans & reports, performance indicators, support services departmental policies, procedures & processes, and administrative regulations.

Maintains constant awareness of national trends and industry best practices relative to correctional support services programs, policies, procedures, benchmarking and efficiency trends.

Organize and direct departmental logistics for inmate stores, procurement, capital improvement project management, fleet management, warehousing, property management, contracting, food service and physical plant operations; direct & supervise personnel responsible for budgetary and fiscal matters department-wide.

ESSENTIAL FUNCTIONS

- Direct fiscal & budgetary operational units in manner that optimizes all resources to ensure maximum efficiency, productivity and effectiveness; goals & objectives must align with and directly support the Department's overall mission and vision.
- Directs the development, implementation and revision of policies and procedures relative to fiscal & budgetary responsibilities, mission scope, spending authority compliance, Legislative analysis, forecasting and reporting requirements. Testify before Legislative committees relative to departmental budgetary needs, objectives and priorities.
- Provide oversight and effective direction to critical departmental components, (i.e., fiscal & budgetary staff, inmate stores, procurement, capital improvement projects, fleet management, warehousing & property management, contracting, food services and physical plant operations.
- Oversee and direct the development and enhancement of IT systems used to maintain records and generate departmental reports.
- Provide consultation to the Director on matters related to analyzing and resolving operating and fiscal management issues; prepare, review and evaluate a variety of materials, including financial reports, budget status reports, contracts & leases and pending fiscal orders, to identify obstacles.

- Develop solutions; prepare and present courses of actions & remedies; research and interpret relevant documentation to determine applicable precedents, regulations and/or administrative guidelines.
- Direct the department-wide preparation and maintenance of comprehensive records related to budget, accounting, fiscal management and other areas of responsibility; develop retention schedules and policies in accordance with legal requirements and State regulations.
- Responsible for strategic development of goals and objectives; review and evaluate outcomes and results; assess program effectiveness and propose enhancements to improve efficiency and effectiveness; develop innovative solutions to operational problems.

KNOWLEDGE, SKILLS AND ABILITIES

- Detailed knowledge of policies, administrative guidelines and applicable laws and regulations.
- Thorough knowledge of legislative processes related to budget development, organizational structure, expenditure of funds and business operations.
- Ability to exercise administrative oversight and managerial control in determining organizational structure, budget development and fiscal prudence, staffing and fiscal reliability.
- Extensive knowledge of funding sources and fiscal policies and procedures; specialized auditing principles and practices applicable to government programs and activities; organizational planning, budgeting, governmental accounting, fiscal forecasting, contracting, purchasing, inventory control, information systems and other business management components of departmental infrastructure.
- Skill and ability to negotiate solutions to problems where competing interests and conflicting opinions exists.
- Ability to direct operations and activities related to the agency's budget, fiscal control and business operations; make independent decisions requiring advanced knowledge of fiscal management and budgeting.
- Ability to provide the highest level of technical advisement to the Director in the most critical and impactful budgetary, fiscal and legislative areas, programs and services.
- Ability to reliably and responsibly work with high degree of autonomy to complete assigned tasks and demonstrate initiative in completion of work projects.
- Ability to communicate effectively with all levels of internal and external customers.

MINIMUM REQUIREMENTS: (Licenses, Certificates, Degrees or Credentials) – This position requires a Bachelor’s Degree from an accredited college or university in business administration, accounting, finance or a related field and seven years of professional experience in formulating, developing and analyzing agency budgets; fiscal management; and management of multiple business operations; **OR** an Associate Degree in any of the same educational disciplines and 8 years of the same described experience **OR** high school (or equivalent GED) and 9 years of professional level experience as outlined above.

SPECIAL NOTE: Previous experience working within a prison/correctional setting is preferred.

To Apply:

Please submit a detailed resume and a cover letter which addresses your qualifications for the position. Resume **must** include a detailed description of your employment history, duties, number and classification(s) of staff supervised, and professional references to:

Kenneth Goodly, Human Resources Analyst 2, 3955 West Russell Road, Las Vegas, Nevada 89118 or email at kgoodly@doc.nv.gov.

Applications will be accepted until recruitment needs are satisfied

Qualified individuals are encouraged to submit their application as early as possible, as this announcement may close at any time without notice.

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.