

**Unclassified Job Announcement
ADMINISTRATOR, STATE PUBLIC WORKS DIVISION
State of Nevada Department of Administration**

May 25, 2022

The Department of Administration is seeking qualified candidates for the State Public Works Division Administrator position. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of Administration.

RECRUITMENT OPEN TO:

This recruitment is open to all qualified applicants statewide. 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 Administrator position is expected to lead and develop a vision for a staff of over 100 people who have been developed and taught to embrace that philosophy, including registered architects, engineers, planners, building inspectors, plan examiners, leasing agents, highly skilled building maintenance individuals, and administrative support positions.

The State Public Works Division is part of the Department of Administration, which is committed to providing efficient and responsive services and strategic leadership for human resources, information technology, fiscal management, risk management, grants management, purchasing, administrative hearings, fleet services, library and archives, mail services, and public works. The Division's Administrator is part of the Department's core leadership team and reports to the Director of Administration. 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:

- Supervising the 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.
- Supervising Buildings and Grounds maintenance services. Buildings and Grounds provides services for over 1.5 million square feet of state-owned buildings and facilities throughout the state, including buildings of historic significance such as the State Capitol, Governor's Mansion, and the Stewart Indian School in Carson City.
- Managing a portfolio of over 2.3 million square feet of privately leased space occupied by executive branch agencies.
- Overseeing the Building Official function for permitting and inspections of all projects on state lands requiring compliance with IBC, IRC, IFC, IECC, and IEBC as adopted by the State Public Works Board.
- Overseeing the management of the Marlette Lake Water System, a state-owned water system that supplies Storey County and Carson City.

- Serving as secretary to the State Public Works Board, making recommendations to the Governor regarding the State's biennial CIP projects and recommending policy governing Division staff.
- Overseeing the inspection of all state-owned buildings, analyzing facility conditions to facilitate planning and decision making for future CIP and deferred maintenance needs.
- 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 5 operating budgets totaling over \$60 million in biennial funding.
- Managing the Division's 127 full-time positions, promoting Department and Division values, encouraging professional development, and evaluating the leadership team.

MINIMUM QUALIFICATIONS:

- Applicants must hold a valid Nevada license as a Professional Engineer or Nevada Registered Architect;
- OR
- Hold a master's degree or doctoral degree in civil or environmental engineering, architecture, public administration, or a related field and experience in management, public administration, or public policy.

PEFERRED QUALIFICATIONS:

The ideal candidate for this position will have extensive leadership experience in a public agency or similarly complex private firm. They will have experience speaking before public bodies and elected officials, communicating complex issues in a clear and understandable manner. They will demonstrate intimate familiarity with all the processes involved in designing and constructing public buildings as well as building maintenance processes and systems. They will have experience and knowledge in developing and managing operating budgets for a complex public agency or private firm. The ideal Administrator will be capable of managing multiple programs and have the ability to improve organizational performance and workforce capabilities where necessary.

COMPENSATION:

The salary range for the Administrator of SPWD is up to \$139,346 (employee/employer-paid retirement plan).

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.

TO APPLY:

Please submit a resume, letter of interest, and three (3) professional references at: <https://nv.jobs2web.com/job-invite/10928/>

Application materials will be accepted until recruitment needs are satisfied.

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.