

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR****UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – April 22, 2021

DIVISION ADMINISTRATOR, TAXICAB AUTHORITY

The Nevada Taxicab Authority is seeking qualified applicants for the position of Administrator. This is an unclassified full-time position within Nevada State Government.

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time position that is appointed by and serves at the pleasure of the Director of the Department of Business and Industry.

AGENCY RESPONSIBILITIES:

The Taxicab Authority (TA) is responsible for regulating the taxicab industry in counties whose population is 700,000 or more. The mission of the TA is to provide for the safety, comfort, and convenience of the taxicab users through the regulation of the taxicab industry in Clark County, including issuing and transferring Certificates of Public Convenience and necessity to and between taxicab companies; determining the number of taxicabs authorized per certificated company; issuing, suspending and revoking drivers' permits; determining the safety, mechanical operation, and comfort standards of taxicabs; determining the fares to be charged; and conducting criminal investigations in conjunction with other law enforcement agencies.

APPROXIMATE ANNUAL SALARY:

Up To \$128,613 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.*

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

The Division Administrator for the Taxicab Authority (TA) is the executive responsible for managing and leading the division pursuant to Nevada Revised Statute (NRS) 706.881 to 706.885. The Division Administrator works closely with the Taxicab Authority Board and coordinates the activities of the TA's staff on matters coming before the Board. The Division Administrator ensures

the TA's staff represents, testifies, and presents evidence for administrative hearings of persons cited for rules infractions. The Division Administrator acts as a liaison for the State to the taxicab industry relative to TA statutes, regulations, and enforcement issues. The Division Administrator is responsible for developing and administering the division budget and is responsible for ensuring that all human resources issues are managed in accordance with State of Nevada personnel regulations and federal employment laws. The Division Administrator provides recommendations, support, and assistance to the Board on matters involving Nevada statutes and regulations affecting the provision of passenger and property transportation service to the public.

TO QUALIFY:

Education and Experience (Please ensure this is reflected in your resume):

- Graduation from an accredited college or university with a bachelor's degree;
- A minimum of five years of management experience as described in the position description;
- Experience with governmental agencies;
- Experience and/or understanding of the complexities of moving high volumes of people with various modes of transportation;
- A familiarity with transportation technology systems is desired.

The ideal candidate will possess:

- Knowledge of local, state, and federal laws and regulations; of business and management principles involved in strategic planning, resource allocation, and leadership techniques; of accounting, budgeting and financial principles; and of the principles and practices of public administration, management and personnel.
- The ability to direct and organize program activities; to establish program goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement agency policies and procedures; to prepare concise reports; to make presentations and testify at hearings; to communicate effectively; and to plan, assign, and supervise the work of others.
- A zest for effecting change and developing and managing a forward looking workforce.
- The ability to evaluate situations and design creative and comprehensive solutions.
- The drive to establish and achieve goals and objectives in an expedient manner.
- The ability to motivate and empower staff to be leaders and driven to make a positive difference.

Persons offered employment in this position must submit to a pre-employment fingerprint, criminal history check, a background investigation and pre-employment screening for controlled substances.

APPLICATION:

Please submit a detailed resume that includes a description of your experience with the following:

- Transportation Technology
- Personnel/Human Resources

- Employee Management
- Fiscal Analysis and Budget Development
- Program Development and Oversight
- Legislative and Regulatory Experience
- Written and Oral Communication Skills, including Report Presentation and Oral Presentations

POSITION LOCATION: Las Vegas, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL POSITION FILLED

Please note: in accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the Nevada Taxicab Authority Board will be held in an open public meeting.

Pursuant to NRS 706.882 the Director of the Department of Business and Industry shall appoint a Taxicab Administrator from a list of three names submitted to the Director by the Taxicab Authority Board.

SUBMIT LETTERS OF INTEREST, RESUMES, LIST OF REFERENCES, AND DIRECT INQUIRIES TO:

leslie.olson@business.nv.gov

OR

Department of Business and Industry
Attn: Leslie Olson
1830 College Parkway, Suite 200
Carson City, NV 89706

In the subject line, please reference: Division Administrator, Taxicab Authority

In your cover letter, please indicate how you heard about this position. If you heard about this position through a website, please verify which website.

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.