



State of Nevada

Invites you to apply for

Executive Director



THE STATE OF NEVADA

MISSION

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

“OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY – NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING.”



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



MISSION STATEMENT:

Our mission is to protect the public by promoting integrity and professional standards of certified and licensed individuals. We do this with regard to both ethical characteristics and interpersonal competencies.

VISION STATEMENT:

Our vision is to protect the public by promoting integrity and professional standards of certified and licensed individuals. We do this with regard to both ethical characteristics and interpersonal competencies.

The Nevada State Board of Examiners for Alcohol and Drug Licensing Board ("Board") is seeking qualified applicants for the Executive Director position. Under the Board's general direction, the Executive Director administers the day-to-day operations of the Board office. The Executive Director provides executive leadership to ensure the Board's regulatory responsibilities are carried out in a lawful, timely, consistent, and publicly accountable manner.

UNIT SECTIONS:

- Nevada Board of Examiners for Alcohol, Drug, & Gambling Counselors

THE IDEAL CANDIDATE

WHAT WE'RE LOOKING FOR:

An ethical, organized, and collaborative leader with strong judgment, clear communication skills, and the ability to manage sensitive regulatory matters with professionalism, consistency, and accountability.

WHAT YOU'LL BE DOING:

Provides executive leadership and manages the day-to-day operations of the Board, including licensing and compliance oversight, Board support, staff supervision, budgeting, stakeholder coordination, records management, and regulatory development.

QUALIFICATIONS:

- Master's degree in a related field or equivalent work experience.
- Holds current certificate or licensure as an Alcohol and Drug Counselor, Clinical Alcohol and Drug Counselor, and/or Problem Gambling Counselor.
- Requires a valid driver's license.



Join a team where your impact will matter from day one.

KEY QUALITIES & COMPETENCIES:

- **Hard Skills:**
Regulatory compliance, licensing administration, credential review, budgeting, records management, policy analysis, case management systems
- **Soft Skills:**
Leadership, communication, organization, discretion, collaboration, problem-solving, stakeholder engagement

SALARY:

A range of \$75,000 - \$100,000

LOCATION:

4600 Kietzke Lane, B-115, Reno, NV 89502

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- No Nevada State income tax
- Medical, dental, life, and disability insurance coverage
 - Twelve paid holidays per year
 - Three weeks of annual leave
 - Three weeks of sick leave
- Participation in the Public Employees' Retirement System (**PERS**)
 - Access to a tax-sheltered deferred compensation plan
 - No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term and CBA employees



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Submit Resumes and Cover Letter - Direct Inquiries To

Colleen Platt
Platt Law Group
11025 Bondshire Drive
Reno, NV 89511
cplatt@plattlawgroupreno.com

Subject Line: Executive Director Search

Resumes will be accepted until February 20, 2026.

Final candidates will be interviewed during the Board's March 13, 2026, meeting. Selected candidates will be notified of the interview date and time, as well as any presentation or travel expectations.

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

Thank you!

