



COMMISSION ON NUCLEAR PROJECTS

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Vacant
Executive Director

UNCLASSIFIED JOB ANNOUNCEMENT
Posted – August 1, 2020

Executive Director, Agency for Nuclear Projects

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by the Office of the Governor and serves at the pleasure of the Nevada Commission on Nuclear Projects.

AGENCY RESPONSIBILITIES:

The Executive Director is the administrator of the Agency for Nuclear Projects. In addition to being the head of the Agency for Nuclear Projects responsible for carrying out duties specified in NRS 459.009 – 459.0098, the Executive Director is the principle liaison between the Agency and the Commission on Nuclear Projects.

APPROXIMATE ANNUAL SALARY:

The salary for this position is set by the Legislature every two years in the unclassified pay bill. The current authorized annual salary is up to \$129,780 on the Employee/Employer Paid Retirement option. The incumbent in this position will be required to take one furlough day per month from January 1, 2021 through June 30, 2021.

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:

This position reports to Office of the Governor as well as the Nevada Commission on Nuclear Projects. The Executive Director must possess broad management skills, extensive administrative experience, and a proven track record as an advocate familiar with environmental and energy issues. The Executive Director must have demonstrated the ability to coordinate planning and communication among the Federal Government, the State, local governments and Indian Tribes on issues related to radioactive waste in general and the proposed high-level nuclear waste repository at Yucca Mountain in particular.

The Executive Director shall:

- Advise the Commission on Nuclear Projects on matters relating to the potential disposal of radioactive waste in Nevada.
- Evaluate the potentially adverse effects of a facility for the disposal of radioactive waste in Nevada.
- Consult frequently with local governments and state agencies that may be affected by a facility for the disposal of radioactive waste and appropriate legislative committees.
- Assist local governments in their dealings with the United States Department of Energy and its contractors on matters relating to radioactive waste.
- Carry out the duties imposed on the State under the Nuclear Waste Policy Act as amended.
- Cooperate with any governmental agency or other person to carry out the provisions of NRS 459.009 to 459.0098, inclusive.
- Provide semiannual written reports to the Nevada Legislature's Committee on High-Level Radioactive Waste.
- Provide information relating to radioactive waste to the Legislature, local governments and state agencies that may be affected by the disposal of radioactive waste in this State.
- Consult branches and facilities of the Nevada System of Higher Education or other institutions of higher education on matters relating to radioactive waste.
- Make and execute contracts and all other instruments necessary for the exercise of the duties of the office.
- Obtain equipment and supplies necessary to carry out the provisions of NRS 459.009 to 459.0098.

TO QUALIFY:

The candidate must have general management skills and familiarity with the laws and requirements relating to radioactive waste management and disposal.

CITIZENSHIP REQUIRED: United States citizenship is required.

SKILLS REQUIRED: Successful candidates should possess the following skills and abilities in addition to extensive knowledge regarding nuclear waste issues in Nevada.

- Skill in effective written and communication; presentation of complex administrative matters and have skills as a problem solver.
- Broad management skills related to the statutory functions of the Agency including effective consultation and coordination with other state agencies to ensure effective analysis of all federal activities related to the proposed nuclear waste repository program.
- The ability to strategically coordinate planning and communication between the State and local governments on issues related to radioactive waste transportation, storage and disposal.
- Ability to set priorities and allocate available resources to most effectively implement the policies of the Commission as the Nuclear Regulatory Commission considers the Department of Energy's license application.
- Ability to develop and propose legal, legislative and regulatory positions for consideration by the Commission when appropriate.

- Ability to communicate policy positions of the Commission clearly and concisely to the public, to state and federal legislative and regulatory bodies, and to regional and national organizations whenever appropriate or necessary.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use standard office equipment; and travel to various locales in Nevada and outside the State.

EDUCATION AND EXPERIENCE: Applicants must possess a bachelor's degree from an accredited college or university and demonstrated experience developing public policies and working with diverse stakeholders including local, state and federal officials and regulatory bodies. Preference will be given to candidates who have experience managing professional and technical staff members in a collaborative and interdisciplinary working environment, experience in budget management and experience administering contracts for technical services regarding environmental and regulatory proceedings.

CONFLICTS OF INTEREST: Applicants must disclose any relationships (past or present) with the U.S. Department of Energy (DOE); any organizational entities, contractors or subcontractors affiliated with DOE, the Nuclear Energy Institute, its predecessor organizations or contractors/affiliates; and with other entities associated with the commercial nuclear power industry and/or entities advocating the importation of spent nuclear fuel or high-level radioactive waste into Nevada. The Commission will review such relationships to determine if potential conflicts of interest exist. Applicants with current or past contractual or other ties to DOE's Office of Civilian Radioactive Waste Management (OCRWM), DOE's Yucca Mountain program, or any firm/organization that is presently doing work for OCRWM, its successor agency, or DOE's Yucca Mountain program – or that has, in the past, done work for these organizations - may not be considered for this solicitation. Decisions as to whether conflicts of interest exist will be made solely by the Commission.

POSITION LOCATION: Carson City, Nevada

PROCESS:

Applications will be screened for minimum qualifications and experience. Qualified applicants will be invited to interview as determined by the Commission. ***Final interviews will be conducted in an open forum during a public Commission meeting.*** Information submitted by applicants may become public at that time (confidential information will be redacted).

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.)

SUBMIT COVER LETTERS/RESUMES/REFERENCES OR DIRECT INQUIRIES TO:

Nevada Commission on Nuclear Projects

c/o Agency for Nuclear Projects

Attn: Shawnee J. Newkirk

or mail to:

1761 E. College Parkway, Ste. 118

Carson City, NV 89706

email to: nwpo@nuc.state.nv.us

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT:

Last Name/Executive Director/How you heard about this position

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.