



JOE LOMBARDO
Governor

STATE OF NEVADA
COMMISSION ON MINERAL RESOURCES
DIVISION OF MINERALS
400 W. King Street, Suite 106
Carson City, Nevada 89703
(775) 684-7040 • Fax (775) 684-7052
<http://minerals.nv.gov/>



MICHAEL VISHER
Administrator

Las Vegas Office: 375 E. Warm Springs Rd. #205, Las Vegas, NV 89119
Phone: (702) 486-4343; Fax: (702) 486-4345

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – January 9, 2023

Fluid Minerals Program Manager, Division of Minerals

POSITION OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by, and serves at the pleasure of, the Division Administrator.

AGENCY RESPONSIBILITIES:

The Division's mission is to encourage and assist in the responsible exploration for and the production of minerals, oil, gas, and geothermal energy which are economically beneficial to the State. The seven-member Commission on Mineral Resources is a public body appointed by the Governor and directs mineral-related policy for the Division and advises the Governor and Legislature on matters relating to mineral resources. The Division focuses its efforts on three main areas: Industry relations and public affairs; regulation of oil, gas, and geothermal drilling activities and well operations; and abandoned mine lands. Further information concerning the Division is available on the website at <http://minerals.nv.gov>.

APPROXIMATE ANNUAL SALARY:

\$79,235 to \$109,880* 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:

Medical, dental, and vision insurance programs are available; paid vacation and sick leave; 11 paid holidays per year; retirement plan (PERS), life and disability insurance program, and tax-sheltered deferred compensation programs are also available. State employees do not contribute to Social Security.

POSITION DESCRIPTION:

The Fluid Minerals Program Manager responsibilities include the following:

1. Manage operational aspects of the Division's oil, gas, geothermal and dissolved mineral resource exploration programs.
2. Develop and implement appropriate policy and procedure on behalf of the Administrator for statewide fluid mineral issues.
3. Analyze all drilling and work programs, including well design and engineering, and work with proponent to ensure compliance with appropriate state statutes and regulations.

4. Coordinate the evaluation and issuance of drilling permits with the Bureau of Land Management and the Nevada Division of Environmental Protection Underground Injection Control program, as necessary.
5. Witness critical drilling program activities and maintain timely communication with operators.
6. Perform field inspections of oil, gas, and geothermal wells and operations on a regular basis and enforce state drilling regulations.
7. Ensure the agency's website contain up-to-date information regarding the fluid minerals program.
8. Upon appointment by the Governor, serve as an Associate Representative for Nevada to the Interstate Oil and Gas Compact Commission and participate in meetings, surveys, and forums.
9. Represent the Division at various mineral industry trade shows and public outreach events.
10. Assist in carrying out the Division's mineral resources public education program with an emphasis on fluid mineral resources.
11. Other duties as requested by the Administrator.

The position will require fieldwork, the ability to hike over rough and uneven terrain, and extensive statewide travel.

TO QUALIFY:

The position requires a minimum of a four-year degree from an accredited, non-correspondence college or university in the earth and/or engineering sciences (geology, petroleum engineering, hydrology, or related fields) with at least five years of relevant experience. A valid US driver's license is required. This position is subject to a pre-employment drug test. Work experience in the oil, gas or geothermal industry will be considered advantageous. Proficiency with Microsoft Office, including Access, is necessary. Further preference will be given to candidates with experience in oil, gas, and geothermal drilling operations, engineering, knowledge of applicable regulations and federal leasing procedures, practical application of GIS software, and active membership in a professional oil or geothermal organization.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND 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 LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Nevada Division of Minerals

Attn: Jessie Dumas

400 W. King St., #106

Carson City, NV 89703

or email to: jdumas@minerals.nv.gov

In subject line please reference: **Fluid Minerals Program Manager**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, political affiliation, or disability, as outlined in the State Affirmative Action Plan.