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STATE OF NEVADA
DEPARTMENT OF AGRICULTURE

405 South 21st St.
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**UNCLASSIFIED JOB ANNOUNCEMENT
POSTED JANUARY 17, 2023
ADMINISTRATOR, DIVISION OF FOOD AND NUTRITION
NEVADA DEPARTMENT OF AGRICULTURE**

RECRUITMENT 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 director of the Nevada Department of Agriculture.

DEPARTMENT DESCRIPTION:

The mission of the Nevada Department of Agriculture (NDA) is to preserve, protect and promote Nevada agriculture. The NDA has five divisions, Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance and a \$288 million annual budget. The NDA's 225 dedicated employees provide regulatory and administrative work to support the agriculture and food manufacturing industries, protect public and environmental health and worker safety, and provide oversight for the United States Department of Agriculture's school and community nutrition programs as well as partner with food security organizations for food distribution. The NDA has offices in Sparks, Las Vegas and Elko.

THE POSITION:

This position serves under the direction of the deputy director and is responsible for the leadership, strategic planning, management, and budget of the Division of Food and Nutrition, which includes oversight of the following United States Department of Agriculture (USDA) programs:

- Community Nutrition - Child and Adult Care Food, Child Nutrition Commodity Support, Food Distribution Program on Indian Reservations, Home Feeds Nevada Agriculture Food Purchase, Nutrition Services Incentive, Summer Food Service, Senior Nutrition and Wellness, State Processing and The Emergency Food Assistance Program.
- School Nutrition – Farm to School, Fresh Fruit and Vegetable, National School Lunch, School Breakfast, Residential Child Care Institution, Special Milk, School Wellness, USDA Food in Schools.

The incumbent will ensure the division adheres to the NDA strategic plan and develop tactics to support plan objectives, participate in board meetings, and provide testimony as directed for budget or legislative meetings. The successful candidate for this position must be an innovative leader with proven management skills, accountability, budget experience, and experience in the development of effective relationships with industry and government partners and leading a capable team through growth and change.

Example responsibilities include:

- Collaboration
 - Collaborating with division administrators where programs intersect
 - As part of the NDA's 5-year strategic plan, collaborate with department peers and staff to develop goals, objectives, and tactics

- Collaborating with fellow state departments and other partners
- Leadership
 - Ensure efficient operations to meet the needs of Nevada’s food insecure population
 - Become knowledgeable about the USDA programs the department administers to guide the division in day-to-day operations
 - Advise the director in policy issues regarding state-wide food insecure populations and, national and/or regional community and school nutrition trends
 - As needed, make recommendations for organizational improvement and/or realignment of job functions
 - Lead staff in the division’s budget monitoring and development as appropriate; maintain and develop division processes and procedures
 - Be agile and adaptable
 - Communicate clearly and effectively in all forms

This position is stationed in Sparks, Nevada. Occasional travel is required.

LOCATION:

Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada, is home to the University of Nevada, Truckee Meadows Community College, and offers a thriving arts scene, entertainment, and a wide variety of recreational activities. Lake Tahoe, Virginia City, and the state capital Carson City, are all located within a half hour drive. The climate is seasonal; summers are dry and warm with cool evenings; winters are normally cold with a moderate amount of snow and rain. Low taxes and no state income tax add to the desirability of this area.

APPROXIMATE ANNUAL SALARY:

The annual salary is \$111,313 plus benefits. The salary range reflects retirement, through the Public Employees’ Retirement System of Nevada (NVPERS), with contributions by both the employee/employer paid contribution plan. An employer paid contribution plan is also available with a reduced gross salary.

BENEFITS:

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 Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the [Department of Administration’s Division of Human Resource Management](#), the [Nevada Public Employees’ Benefits Program](#), and [NVPERS](#).

TO QUALIFY:

Candidates must have experience with budgeting planning and monitoring processes; experience in working with and presenting to formal boards or government committees; and be a skilled leader and collaborator. Successful candidates will demonstrate the following:

- Ability to lead through example, self-awareness, motivation, empathy, and social skills.
- Ability to review processes and make changes for efficiency and paperless work.
- Knowledge and application of current management trends and principles.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Application of a code of ethics in the business environment.

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- Ability to form and maintain positive working relationships with employees, state agencies and partner organizations.
- Knowledge of agriculture and petroleum related industries and their economic importance is desired.
- Application of fiscal policy.
- Knowledge of legislative processes.

LICENSE

Requires a valid Nevada Driver’s License.

ADDITIONAL REQUIREMENTS:

Please respond to the following questions in a clear and concise manner. Read the questions carefully and respond in detail. Include timeframes, size of budgets and/or teams, funding types, and level of responsibility in each position, as it relates to experience in the question.

1. Describe your experience in resource management, both human and equipment.
2. Describe your experience in industry regulation.
3. Describe your experience in developing and managing a budget.
4. Describe your experience testifying or presenting to formal boards or government committees.
5. Describe your supervisory experience in leading a team.

SELECTION PROCESS:

Submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for an interview. Interviews may be conducted in person at the Sparks, Nevada headquarters at the applicant’s expense or via video. Final selection will be made by the director.

APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL 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. To be considered, all submittals shall include a cover letter, response to the above Additional Requirements’ questions, a resume/curriculum vitae, and the name, email address, and telephone number for five professional references and their connection to you, e.g., former supervisor, co-worker, etc. The successful applicant will be required to undergo a background investigation at their own expense.

SUBMIT APPLICATIONS TO:

Deputy Director Jerri Conrad
jwilliams-conrad@agri.nv.gov

PLEASE REFERENCE THE FOLLOWING IN THE SUBJECT LINE:

Last Name/Position Title/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.

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