



OFFICE OF THE GOVERNOR  
AGENCY FOR NUCLEAR PROJECTS

1761 E. College Parkway, Suite 118  
Carson City, NV 89706-7954  
Telephone (775) 687-3744  
E-mail: [nwpo@anp.nv.gov](mailto:nwpo@anp.nv.gov)

**UNCLASSIFIED JOB ANNOUNCEMENT**  
**Posted January 7, 2025**

**ADMINISTRATOR OF DIVISION OF PLANNING**  
**Agency for Nuclear Projects**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is an unclassified full-time position within the Office of the Governor, Agency for Nuclear Projects.

**APPROXIMATE ANNUAL SALARY:**

\$148,340 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 retirement, paid health, vision, dental, life and disability insurance; 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports directly to the Executive Director of the Agency for Nuclear Projects.

The Administrator of the Division of Planning is responsible for duties pursuant to Nevada Revised Statute (NRS) 459.0098. The Division Administrator coordinates activities between the Agency for Nuclear Projects, political subdivisions of the State and affected state agencies. This position is responsible for disseminating information to the State, interested political subdivisions of the State, or any agency of either, and members of the public regarding radioactive waste. The Division Administrator studies the effects of a facility for the disposal of radioactive waste upon transportation, as well as the social and economic conditions in the State of Nevada, and assesses the means of mitigating the adverse effects of a facility for the disposal of radioactive waste and related activities. The Division Administrator will also perform any other duties assigned by the Executive Director.

**TO QUALIFY;**

**EDUCATION AND EXPERIENCE:** (Please ensure this is reflected on your resume):

- A bachelor's degree from an accredited college or university in a relevant discipline;

- Experience with programs dealing with nuclear waste disposal management;
- A minimum of five years of administrative experience;
- Knowledge of the federal high-level radioactive waste management program in general and specifically the proposed Yucca Mountain repository program;
- Experience with State of Nevada and local governmental agencies;

**SPECIAL NOTE:**

Applicants for this position are required to disclose any relationships (past or present) with any U.S. Department of Energy (DOE) departments, contractors, or subcontractors. Applicants must also disclose any relationships (past or present) with entities associated with the commercial nuclear power industry, the Nuclear Energy Institute, and other nuclear industry-related organizations, interest groups, etc. Applicants with current or past contractual or other ties to the DOE, Office of Civilian Radioactive Waste Management (OCRWM); DOE's Yucca Mountain Site Characterization Office (YMSCO); DOE's Office of Nuclear Energy; the U.S. Nuclear Regulatory Commission (NRC); or any firm/organization that performs or has performed work related to the DOE License Application for the proposed Yucca Mountain repository must disclose this information.

Because of ongoing litigation related to the NRC's Yucca Mountain licensing proceeding, applicants are also required to disclose any past or present relationships with the State of Washington; State of South Carolina; Aiken County, SC; Nye County, NV; the National Association of Regulatory Utility Commissioners; and any other party associated with petitioners in any litigation involving the Yucca Mountain issue.

The Agency will review such relationships to determine if potential conflicts of interest exist. Decisions as to whether or not conflicts of interest exist will be made solely by the Agency.

**The ideal candidate will possess:**

- General management skills, familiarity with the laws and requirements relating to radioactive waste management and disposal, knowledge of relevant disciplines, including hazardous and radioactive materials transportation impact assessment and evaluation, socioeconomic impact assessment, National Environmental Policy Act (NEPA) applications and practice with respect to nuclear materials facilities and transportation, and related subjects and disciplines.
- Demonstrated experience and capabilities in planning and overseeing impact assessment and related studies and activities and experience managing contractors and experts in socioeconomic and transportation related studies and activities.
- Knowledge of and familiarity with the state of Nevada and its political subdivisions.

**SPECIFIC DUTIES:**

- Overseeing and managing the day-to-day operations of the Division;
- Supervising Division staff and contractors;
- Participating with the Executive Director and the Technical Division Administrator in the NRC Yucca Mountain licensing proceeding and related activities;

- Planning socioeconomic impact assessment, monitoring and related activities needed to evaluate the effects of a nuclear waste repository and related activities on the State;
- Planning transportation analyses and assessments needed to evaluate impacts associated with nuclear waste transportation in the State;
- Developing, executing and managing contracts needed to implement Planning Division studies and other activities;
- Developing and implementing public information programs and related activities;
- Coordinating Planning Division activities with the Agency's Technical Division, as appropriate;
- Carrying out general planning functions required by the Agency;
- Monitoring Department of Energy socioeconomic and transportation activities, commenting on and evaluating DOE reports, plans and related materials as necessary and appropriate;
- Maintaining ongoing contact with local governments and Indian Tribes in the State and coordinating state/local/tribal activities;
- Carrying out other activities needed to accomplish the mission of the Planning Division.

**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.

**POSITION LOCATION:** Las Vegas, Nevada. Travel required. Must obtain and maintain a valid Nevada driver's license.

**RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED:**

(All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

Please send a cover letter, resume and three references to:

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or email to: [nwpo@anp.nv.gov](mailto:nwpo@anp.nv.gov)

In subject line please reference: Administrator of Division of Planning Programs

*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.*