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Governor

STATE OF NEVADA

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## DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431-5557  
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Website: <http://www.agri.nv.gov>

### UNCLASSIFIED JOB ANNOUNCEMENT

Posted - February 12, 2024

## **DEPUTY ADMINISTRATOR** **DIVISION OF PLANT HEALTH AND COMPLIANCE, 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, with a \$288 million annual budget. The NDA's 225 dedicated employees provide regulatory and administrative support to the agriculture and food manufacturing industries; protect public and environmental health and worker safety; provide oversight for the United States Department of Agriculture's school and community nutrition programs; and 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 Division of Plant Health and Compliance Division Administrator and is responsible for assisting in the management of the Division of Plant Health and Compliance operations. The Division of Plant Health and Compliance programs include plant pathology, entomology, pesticide compliance, chemistry, noxious weeds, and crops. Duties of the Deputy Administrator position include, but are not limited to, all Division personnel related tasks; aiding in regulatory program oversight, management, and budgeting; progress tracking and updates; and supervision and direction of staff performing regulatory, testing, inspection, enforcement, evaluation, and certification responsibilities statewide. The incumbent will be engaged in policy development, ensuring compliance with state and federal statutes and regulations, and work with representatives from local, state and federal government agencies, community organizations, businesses and the public.

This position is the highest management position under the Administrator for the Division, overseeing the Sparks headquarters office. It will be responsible for working collaboratively with other department management and staff, representatives of other state agencies, federal and local jurisdictions, vendors, industry representatives and others in the community to coordinate program activities, provide and obtain information, and resolve problems. Program coordination at the federal level will include: USDA APHIS SITC (Smuggling Interdiction and Trade Compliance), USDA AMS COOL (Country of Origin Labeling), USDA APHIS Cooperative Agriculture Pest Survey grants, and Pest Detection and exclusion Farm Bill projects.

### **LOCATION:**

This position is located in **Sparks, Nevada**, and travel will be required across the state to engage with industry stakeholders and attend meetings, including visits to Elko and Las Vegas NDA offices.

Sparks/Reno is located at the foothills of the Sierra Nevada Mountains, is home to a university, community college, and offers a thriving arts scene, big-name entertainment, and a wide variety of recreational activities. Lake Tahoe, historic Virginia City, and the state capitol in Carson City are all within a half-hour drive. The climate is seasonal; summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes and no state income tax.

**APPROXIMATE ANNUAL SALARY:**

Up to \$111,773 plus benefits. \*This salary range reflects retirement through the Public Employees' Retirement System of Nevada (NVPERS), with contributions by both the employee/employer. 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; twelve 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:**

Preference will be given to candidates with a bachelor's degree from an accredited college in one of the agricultural sciences or directly related field AND at least five years of experience in the regulatory oversight or management of agriculture. Experience in production agriculture, animal science, biology, natural resource management, range management, supervision of personnel, familiarity and experience in state administrative, legislative, and budgeting procedures is preferred, OR an equivalent combination of education and experience as described above and deemed acceptable by the Director. Successful candidates will demonstrate the following:

- Ability to collaborate and lead through example, self-awareness, motivation, empathy, and social and interpersonal skills.
- Knowledge and application of current management trends and principles.
- Ability to direct multiple programs involving multi-disciplinary staff.
- Effective communication of ideas and principles through public speaking and concise written documents.
- Application of a code of ethics in the business environment.
- Ability to form and maintain positive working relationships with employees, industry, local government, state, and federal organizations.
- Knowledge of agriculture and plant industry related industries and their economic importance.
- Application of fiscal policy.
- Ability to review and streamline processes and make changes for efficiency and paperless work.
- Ability to solve problems and address and resolve conflict.
- Knowledge of legislative processes.

**LICENSE:**

Requires a valid Nevada Driver's License at the time of appointment or obtained within 30 days of appointment.

**ADDITIONAL REQUIREMENTS:**

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

1. Describe your experience with agriculture industry regulations.
2. Describe your experience and strengths relative to resource management, both human and equipment.
3. Describe your experience bringing individuals together to arrive at a consensus.
4. Describe your experience in fiscal management, including developing and managing a budget.
5. Describe your supervisory experience leading a team, including number and types of positions supervised.
6. Describe your experience developing presentations, reports, etc., for diverse groups and needs.

**SELECTION PROCESS:**

Applications will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for an interview. Initial interviews will be in-person, with virtual options at the discretion of the Director. Subsequent interviews will be in person at the Sparks, Nevada, headquarters at the applicant's expense. Final selection will be made by the NDA hiring panel and Director.

**APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL POSITION IS FILLED:**

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

To be considered, all submitted applications 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 three 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 and fingerprinting at their own expense.

**TO APPLY. SUBMIT APPLICATIONS TO:**

Meghan Brown, Administrator  
Department of Agriculture, Division of Plant Health and Compliance  
4780 Idaho St.  
Elko, Nevada, 89801  
[m.brown@agri.nv.gov](mailto:m.brown@agri.nv.gov)

**PLEASE REFERENCE THE FOLLOWING IN YOUR EMAIL SUBJECT LINE:**

Last Name/Division of Plant Health and Compliance Deputy Administrator/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.*