JOE LOMBARDO
Governor

STATE OF NEVADA
NEVADA DEPARTMENT
OF VETERANS SERVICES
6630 S. McCarran Blvd., Bldg. C – Suite 204
Reno, Nevada 89509
(775) 688-1653 • Fax (775) 688-1656

UNCLASSIFIED JOB ANNOUNCEMENT

DEPUTY DIRECTOR OF BENEFITS
NEVADA DEPARTMENT OF VETERANS SERVICES

POSITION LOCATION: Reno or Las Vegas, Nevada

RECRUITMENT OPEN TO: All qualified applicants

APPLICATIONS ACCEPTED UNTIL: Recruitment needs are satisfied

The State of Nevada, Department of Veterans Services (NDVS) is seeking qualified applicants for the position of Deputy Director of Benefits. This is a full-time, unclassified position and is exempt from the provisions of State classified service. The position reports directly to the Director of the Nevada Department of Veterans Services.

THE POSITION:

The incumbent assists the Director of the Nevada Department of Veterans Services aid and assist Nevada's veterans, military serving in Nevada, and their families. Manages and provides oversight for the Veterans Advocacy and Support Program, Northern and Southern Nevada Memorial Cemeteries, veteran employment and education support, community outreach and engagement, and programs supporting veterans at risk. Assists individuals, organizations, public officials, and other community organizations research and resolve constituent veteran issues. Manages the Veterans Services Officer, Nevada Veterans Advocate Training Program, and Nevada Transition Assistance Program. Represents the Nevada Department of Veterans Services during community events, legislative testimony, and other public gatherings. Develops initiatives to improve services; to include the drafting of legislative proposals, writing of grants, and the development of veteran advocacy and agency operational policy.

APPOINTMENT QUALIFICATIONS: The Deputy Director is appointed by the Director of the Nevada Department of Veterans Services and assists the Director perform duties outlined in Nevada Revised Statutes (NRS) 417. To be eligible for appointment as the Deputy

Director; must be an actual and bona fide resident of the State of Nevada; possess an honorable discharge from some branch of the military or naval service of the United States; and, have at least 4 years of experience in management and administration. The ability to communicate effectively is essential.

ANNUAL SALARY: $103,891

BENEFITS: Employer participates in providing medical, dental, and vision insurance for employees; three weeks paid vacation per year, three weeks paid sick leave per year, 12 paid holidays per year, retirement plan; life and disability insurance and tax-sheltered deferred compensation plans available. There is no State or social security tax. (For additional information, visit the Nevada Division of Human Resource Management at www.hr.nv.gov, the Nevada Public Employees Benefits at www.pebp.state.nv.us, and the Public Employees Retirement System of Nevada at www.nvpers.org.)

LETTER OF INTEREST AND RESUME: Your letter of interest and resume must provide a detailed description of employment history, including names and addresses of employers, reasons for leaving, salary history, and three (3) professional references.

To Apply:
Submit your letter of interest and resume to:

Nevada Department of Veterans Services
Attn: Human Resources Officer
6630 S. McCarran Blvd., Bldg. C., Suite 204
Reno, NV 89509

OR

Via email at:
ndvs-hr@veterans.nv.gov

www.veterans.nv.gov
Equal Employment Opportunity/Affirmative Action Employer