



JOE LOMBARDO
Governor

STATE OF NEVADA OFFICE OF THE MILITARY
OFFICE OF THE ADJUTANT GENERAL
2460 FAIRVIEW DRIVE
CARSON CITY, NEVADA 89701-6807



D Roger Waters
Brigadier General
The Adjutant General

UNCLASSIFIED JOB ANNOUNCEMENT

ADMINISTRATOR

Nevada Youth ChalleNGe Program

Location: Carlin, NV

Approximate Salary: Up to \$123,370 (Employee/Employer Paid Retirement Plan)

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 Adjutant General of the Nevada National Guard/Office of the Military.

DUTIES AND RESPONSIBILITIES:

- 1. PROGRAM ADMINISTRATION AND OVERSIGHT:** The primary purpose of this position is to provide management and administrative oversight of the Nevada Youth ChalleNGe Program. This includes, but is not limited to program coordination at the district level with Elko County School District, state level (Department of Education; Nevada Office of the Military), and at the national level with National Guard Bureau (NGB); policy and procedure development, fiscal management, personnel management, employee/labor relations, contract administration, purchasing, program development, community participation, and compliance with federal and state laws governing the program and the Federal/ State Cooperative Agreement. The incumbent serves as the primary advisor to the Agency Director/Adjutant General regarding program matters, and supports and leads staff to achieve the program's mission: "To intervene in and reclaim the lives of 16-18-year-old high school dropouts, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as productive citizens".
- 2. LEADERSHIP:** Serves as the Director and senior manager of the Nevada Youth ChalleNGe Program. Provides the vision and leadership to establish and maintain the overall mission, objectives, policies and priorities of the program. Administers the Federal/State Cooperative Agreement; develops long and short-term goals and objectives; develops program standards; develops program policy and procedures; coordinates and facilitates program development; provides oversight of facility maintenance and repairs; reviews and approves program service levels and ensures compliance with state and federal laws; evaluates program effectiveness and approves service delivery changes.
- 3. PERSONNEL MANAGEMENT:** Serves as a supervisor and manager. Establishes/approves

performance standards and appraises the performance of reporting subordinates; reviews goals and objectives; discusses program compliance, and makes program adjustments. Delegates his/her authority to subordinate reporting managers/ supervisors to direct programs/activities and monitor employees in the accomplishment of work assignments. Oversees recruitment, selection and hiring of program employees; employee relations; provides oversight for corrective action and progressive discipline; provides oversight for program training and development; provides oversight for time and attendance compliance; and approves staffing and scheduling. Coordinates program staffing needs, position descriptions, personnel, and position actions with the Human Resources team within the Nevada Office of Military. Reviews and concurs with or disapproves personnel and position actions recommended by subordinate managers/supervisors. Advises agency leadership regarding the allocation/reallocation of program full-time position (FTP) resources to best meet current and projected program requirements. Promotes a respectful work-place that complies with policies of the Adjutant General. Observes and ensures compliance with all EEO, security, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol free workplace.

4. PROGRAM DEVELOPMENT: Coordinates program information, entrance criteria, and services with state, county and municipal officials; approves service delivery for the educational/school component in cooperation with Elko County School District to ensure compliance with Nevada educational requirements; and provides risk assessment and approvals for community service, work projects, and Student/Cadet programs.

5. BUDGET AND FISCAL MANAGEMENT: Prepares the Nevada Youth ChalleNGe Program budget; approves expenditures and program purchases; monitors fiscal compliance within the cooperative agreement and state program budget; makes recommendations for budget modifications to the Nevada Office of the Military and NGB; reviews expenditures, trends and service needs; initiates requests for changes or modifications within approved processes; coordinates with Office of the Military to create service contracts as they relate to the Nevada Youth ChalleNGe Program mission, goals, and objectives.

6. PROGRAM REPRESENTATIVE: Attends local, state, and national program meetings; makes presentations regarding the program and related services; assists with legislative information and presentation; provides information and program data to media and local community; participates on local boards and civic activity to represent the interests of the Nevada Youth ChalleNGe Program and the Office of the Military/Nevada National Guard; assists Nevada Office of the Military leadership and primary support staff with program detail and service information.

7. DECISION MAKING AND PROBLEM SOLVING: Has responsibility and authority for determining: when to authorize schedule flexibility, provide additional staff or curtail services or program activities due to staff shortages; how to proceed when maintenance or other emergencies occur; when to isolate Cadets acting out, remove cadets or others from the premises, or contact local authorities; when to contact the Nevada Office of the Military or National Guard Bureau as a result of an incident; and makes recommendations to Office of the Military regarding decisions related to personnel, budget and service model.

8. PERFORMS OTHER RELATED DUTIES AS NECESSARY OR ASSIGNED.

SUPERVISORY CONTROLS: Performs work under the general supervision of the Administrator of Youth Programs. The incumbent is responsible for execution of directions by independently defining/formulating overall strategies, initiatives, goals, and milestones. The incumbent exercises a wide-latitude of independence and must display tact, good judgment, creativity, and analytical ability to independently work through complex problems or dynamic situations and produce products and solutions.

PERSONAL WORK CONTACTS: In addition to the immediate supervisor, program staff, and participating Cadets, the incumbent's contacts include the Agency Director/The Adjutant General and all levels of military of the Nevada National Guard and civilian personnel of the Nevada Office of the Military; city, county, state and federal elected and appointed officials and their staffs; city, county, state and federal employees from various agencies; private volunteer organizations (Red Cross, Salvation Army); non-governmental organizations; private industry; and any entity who have an interest in the programs and services of this organization. The incumbent will have frequent contact with the parents of attending Cadets or potential Cadets for the purpose of presentations/visitations/and problem solving. Additional contact groups may include representatives of professional organizations, the news media, and public action groups. The purpose and extent of each contact is different; the role and authority of each party is identified and developed during the course of the contact.

GUIDELINES: Guiding directives include Nevada Youth ChalleNGe Program written policy and procedure staff manual; Student Cadet Handbook; Federal/State Master Cooperative Agreement and policies and the 8 core required components; Federal program data reporting requirements; Nevada Office of the Military State Personnel Regulations, policy, and procedure; State Laws, local codes, and ordinances. Uses guidelines to ensure compliance with personnel rules, regulations, and program policies; federal mandates, standards, service levels and funding requirements; laws, codes and ordinances guiding health, welfare, contract administration; legal contracts; and to ensure appropriate treatment of teenagers assigned to the program.

WORK ENVIRONMENT / PHYSICAL EFFORT: The majority of work is performed in well-lit climate controlled office environment. Office work includes extensive computer work, reading, writing, and interpretation of contracts, laws, codes and ordinances. Extensive sitting, walking, and standing are required. Work requires periodic lifting up to 50 pounds. Occasionally performs work outdoors in excessive heat or freezing temperatures, depending upon the season.

WORKING CONDITIONS: Working conditions include extended work hours, working evenings, and periodic weekends. Incumbent must be accessible by a mobile phone provided by the employer, and should generally be available and willing to work if called in due to an emergency (incumbent is considered "essential personnel"). Routinely interacts with temperamental "At Risk" youth who may act out aggressively; has frequent routine contact with teenagers and parents, and periodic interaction with disgruntled and/or emotional individuals filing complaints or demonstrating dissatisfaction. Periodic travel, both in state and out of state, via all modes of transportation is required. Occasional overnight travel is required. Incumbent must transport

staff and participating Cadets in state vehicles. The Nevada Youth Challenge campus is a tobacco, alcohol, drug, and weapon free facility. Weapons are not permitted anywhere on campus including in employee vehicles. Use of tobacco products is not permitted anywhere within the confines of the campus or within view of the Cadets when performing off campus duties and responsibilities. Employees working in a youth residential setting are subject to safety and security surveillance, and are required to adhere to uniform/ dress, grooming, and personal hygiene standards and policies established by the program.

MANDATORY REQUIREMENTS *(conditions of employment that cannot be waived):*

1. Must possess and maintain a valid and unrestricted state-issued Real ID driver's license (from any State). Provide your driver's license number, issuing state, license expiration date, and the full name specified on the license.
2. Must submit to and pass an OPM Federal Childcare National Agency Check with Inquiries (CNACI) investigation, including a complete ten (10) finger fingerprint card or scan, upon offer of employment. Must agree to submit to periodic rechecks in accordance with applicable laws, regulations, and policies.
3. Must pass and maintain background check clearance.
4. Must pass DoD clearance requirements to maintain Common Access Card (CAC) qualification.
5. Must submit to and pass random drug testing at the discretion of The Adjutant General.
6. Must agree to attend and successfully complete all required training, and online courses. Travel is required for work and training. Must be willing to travel by all modes of transportation, in and out of state, and stay at destinations for moderate periods.
7. Must possess a Bachelor's degree; a Master's degree is preferred. (**Attach a copy** of your diploma or transcript showing degree(s) earned to your application.)
8. Must have a minimum of 4-years of mid- to senior-level personnel management/ supervisory experience. Preferred experience includes working knowledge of, and experience with, military protocol and conduct.
9. Ability, desire, and commitment to work with at-risk youth in a 24/7, highly structured residential setting.
10. Knowledge of effective strategies to improve educational attainment of youth who have dropped out of high school or are at risk of dropping out.
11. Working knowledge of adolescent development and impacts on behavior and learning.
12. Must be able to proficiently use a computer and navigate basic computer technology.

(Significant use of e-mail and regular data entry on the NGB data reporting system is required of the position.)

13. Must commit to exceptional work attendance; dependability and reliability are required of this position. *(Incumbent is considered "essential personnel". Working conditions include extended work hours, working evenings and periodic weekends, being accessible by mobile business phone, and general availability and willingness to work if called in due to an emergency.)*

14. Applicant must provide a resume that includes complete mailing addresses and telephone numbers for Employment History and Higher Education (cover the past 10 years for employment, and all post-secondary education) and References (at least three people who know you fairly well).

To Apply: Submit your resume to:

**The Office of the Military
Attn: Valarie Wilson, Human Resource Manager
2460 Fairview Dr.
Carson City, NV 89701
vwilson@govmail.state.nv.us
775-884-8456**