



Las Vegas Office:  
2300 East St. Louis Ave.  
Las Vegas, NV 89104-4211  
(702) 668-4590  
Fax (702) 668-4567

Elko Office:  
4780 East Idaho Street  
Elko, NV 89801-4672  
(775) 753-1360  
Fax (775) 738-2639

## DEPARTMENT OF AGRICULTURE

405 South 21<sup>st</sup> Street  
Sparks, Nevada 89431-5557  
Telephone (775) 353-3601 Fax (775) 353-3661  
Website: <http://www.agri.nv.gov>

### UNCLASSIFIED JOB ANNOUNCEMENT POSTED July 12, 2023 ADMINISTRATOR, DIVISION OF ANIMAL INDUSTRY 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 management of the Division of Animal Industry, which includes regulatory program oversight, testing, inspection, licensing, certification, and service programs statewide. Programs overseen include Livestock Inspection, Veterinary Medical Services, Commercial Feed, Dairy Fund, Livestock Enforcement, and Predatory Animal and Rodent Control. Activities managed within these programs consist of, but not fully inclusive of; brand inspection and registration, two animal disease laboratories, Animal Disease Traceability, Virginia Range Feral/Estray horses, agricultural licensing, estray livestock, and USDA APHIS Cooperative Agreements on ADT (Animal Disease Traceability) and Umbrella Animal Health. The position works closely with the Nevada State Veterinarian in management of many of the above programs.

The incumbent will be involved and tasked with day-to-day management operations and staff leadership, public meeting presentations and testimony, development of division goals, objectives, and establishing strategic plans, assisting the NDA Administrative Division, and liaise with local, state, federal agencies, and community organizations. In addition, the incumbent will manage all program statutory and regulatory changes, develop and oversee cooperative agreements, manage public meeting presentations, and present to stakeholder groups including the Nevada State Legislature.

The successful candidate for this position must have proven management skills and experience in the development of effective partnerships and working relationships with all stakeholder groups including industry, local, state, and federal government representatives.

**LOCATION:**

This position is located in Elko, Nevada and travel is required across the state to engage with industry stakeholders and attend meetings in Sparks and Las Vegas Offices. Elko is in northeast Nevada at the base of the Ruby Mountains and is home to Great Basin College and offers a wide variety of recreational activities. Salt Lake City is located three hours to the east, Boise is 4 hours to the north, and Reno is 4 and a half hours to the west, offering a variety of travel options if not using the regional airport located in Elko. 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:**

Up to \$124,670 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; 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 regulation of agriculture. Preferred experience in production agriculture, animal science, plant biology, natural resource management, range management, supervision of personnel, familiarity and experience in state administrative, legislative and budgeting procedures, 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 lead through example, self-awareness, motivation, empathy and social 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, sponsoring agencies, industry, local government, state, and federal organizations.
- Knowledge of agriculture, wildlife, and livestock 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, and
- 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, 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 with 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 in leading a team, including number and types of employees.
6. Describe your experience with developing presentations, reports, etc., for diverse groups and needs.

**SELECTION PROCESS:**

Submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited for an interview. Interviews will 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 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.

**SUBMIT RESUMES/DIRECT INQUIRIES TO:**

J.J. Goicoechea, DVM, Director  
Department of Agriculture  
405 S. 21<sup>st</sup> Street  
Sparks, NV 89431-5557  
Email: h.rincon@agri.nv.gov

**PLEASE REFERENCE THE FOLLOWING IN YOUR EMAIL 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.*