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## 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 - November 1, 2023

## DEPUTY ADMINISTRATOR DIVISION OF ANIMAL INDUSTRY

#### **RECRUITMENT OPEN TO:**

This is an open competitive recruitment, seeking all qualified applicants. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Agriculture (NDA).

#### **DEPARTMENT DESCRIPTION:**

The mission of the Nevada Department of Agriculture (NDA) is to preserve, protect and promote Nevada agriculture. The NDA has five divisions, with a \$288 million annual budget - Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance. 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 Division of Animal Industry Administrator and is responsible for assisting with the management and oversight of the Division of Animal Industry. Duties include, but are not limited to, personnel related tasks and duties and aiding in regulatory program oversight, management, budgeting, division progress tracking and updates, 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 brand inspection and registration, two animal disease laboratories, dairy program registration, licensing, inspection, and auditing, Animal Disease Traceability (ADT), Virginia Range Feral/Estray horses, agricultural licensing, estray livestock, and USDA APHIS Cooperative Agreements on ADT and Umbrella Animal Health.

The incumbent will be involved and tasked with day-to-day management operations and staff leadership, public meeting presentations and testimony, assisting with the development of Division goals, objectives and establishing strategic plans, assisting with coordination of grants and federal funding, assisting the NDA Division of Administrative Services, and liaising with local, state, and federal agencies as well as industry organizations. Additionally, this position will assist with tracking program budget revenue/expenditures, division staff supervision including hiring, training, scheduling job duties, timesheet review and approval, mentoring, discipline, and auditing programs to ensure compliance.

The incumbent will assist in compiling program information and statistics and will manage all program statutory and regulatory changes. They will develop and oversee cooperative agreements, manage public meeting presentations, and present to stakeholder groups including the Nevada State Legislature.

This position is the highest management position under the Administrator for the Division of Animal Industry, overseeing the Division at the Sparks headquarters office. As such, it will have responsibility 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.

The successful candidate for this position must have proven interpersonal communication skills, management skills, and the ability to work with a diverse employee base.

**LOCATION:**

This position is located in Sparks, Nevada, and travel will be required across the state to engage with industry stakeholders and attend meetings statewide, as well as visits to Elko and Las Vegas NDA offices. Sparks/Reno is located at the foothills of the Sierra Nevada, and is home to the University of Nevada, Reno, and Truckee Meadows Community College. The city offers a thriving arts scene, entertainment, and a wide variety of recreational activities. Lake Tahoe, Virginia City, and the state capital Carson City, are all located within a half hour drive. The climate is seasonal; summers are dry with warm, 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 \$111,773 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 regulatory oversight or management of agriculture. Experience in production agriculture, animal science, biology, natural resource management, range management, supervision of personnel, 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 will be considered. 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, 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 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.

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 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:**

Submissions will be reviewed to determine those with the most appropriate qualifications to invite 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 submittals shall include a **cover letter, response to the above Additional Requirements’ questions, a resume or curriculum vitae, and the name, email address, and telephone number for three professional references, including 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 APPLICATIONS/DIRECT INQUIRIES TO:**

Chad Sestanovich, Administrator  
Department of Agriculture, Division of Animal Industry  
4798 E Idaho St  
Elko, NV 89801  
Email: [csestanovich@agri.nv.gov](mailto:csestanovich@agri.nv.gov)

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

Last Name/Division of Animal Industry 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.*