

ONE HUNDRED ONE NORTH CARSON STREET
CARSON CITY, NEVADA 89701
OFFICE: (775) 684-5670
FAX NO.: (775) 684-5683



555 EAST WASHINGTON AVENUE, SUITE 5100
LAS VEGAS, NEVADA 89101
OFFICE: (702) 486-2500
FAX NO.: (702) 486-2505

Office of the Governor

Director, Department of Corrections Carson City or Las Vegas

Salary up to \$128,998 (Employee/Employer Paid Retirement Plan)

The Nevada Department of Corrections is seeking qualified candidates for the position of Director. The Director, appointed by the Governor, is responsible to the Board of State Prison Commissioners and will be selected with special reference to his or her training, experience and aptitude in the field of corrections. This is an unclassified, full-time position to be located in Carson City or Las Vegas, Nevada at the discretion of the Governor upon hire.

Position Description:

Under the direction of the Board, the Director administers the activities of the Department, providing leadership, coordination and oversight of policy, activities and operations; supervises the administration of all institutions and facilities of the Department; establishes regulations, with the approval of the Board, and enforces all laws governing the administration of the Department and the custody, care and training of offenders; and takes proper measures to protect the health and safety of staff, offenders and school district employees operating in Department facilities, developing and implementing training of correctional staff.

Consistent with its legislative purpose in receiving, retaining and releasing offenders sentenced to imprisonment, the Department's mission is to protect the public by confining convicted felons according to the law, while keeping staff and inmates safe.

Travel:

Statewide travel will be required.

Recruitment Open To:

This is an open competitive recruitment, open to all qualified candidates.

Education & Experience:

The Director will be selected based on special preference to the candidate's training, experience and aptitude in the field of corrections. Education with major coursework in criminal justice, business administration, public administration, or a related field and five years of management responsibility in a public sector environment, or an equivalent combination of education and experience is preferred.

The ideal candidate will have:

- A proven ability to analyze and interpret statutes and regulations.
- A thorough understanding of federal and state laws pertaining to corrections with experience administering those laws;
- Excellent communication skills
- Experience managing a large staff, complex projects and associated budgets.
- Experience providing testimony in a professional setting such as a legislative committee, public board or commission.
- Ability to interface with staff, the public, legislators, and other municipal, state and federal regulators.

Position Location:

Carson City:

Nevada's historic State Capitol, Carson City, located in Northern Nevada has a population of approximately 55,000. Carson City is in close proximity to Reno, Lake Tahoe and the Sierra Nevada mountains. A beautiful scenic area with many outdoor recreational activities including golfing, climbing, fishing, biking, off-roading, hiking and skiing. The Carson City area blends a mix of old-fashioned western charm with shopping, dining, entertainment, culture and nightlife.

<http://www.travelnevada.com/regions/northwestern/carsoncity>

Las Vegas:

Nevada's largest city, Las Vegas, has a population of approximately 615,000. Las Vegas, located in Southern Nevada, is in close proximity to Mt. Charleston in the Spring Mountains, Red Rock National Conservation Area, Lake Mead and the Hoover Dam. Sunshine and recreational opportunities abound including golfing, climbing, biking, off-roading, and hiking while the city's lively nightlife, shopping and cultural offerings of renowned restaurants, shows, concerts and theatrical performances rarely need introductions.

<http://www.travelnevada.com/regions/southern/las-vegas>

Salary:

Up to \$128,998 Salary reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced salary.

Benefits:

Paid medical, dental, vision care, life and disability insurance program; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; and a tax sheltered deferred compensation plan is available. State employees do not contribute to Social Security; however a small Medicare deduction is required. Long term employees enjoy additional benefits. For additional information, please visit the Nevada Division of Human Resource Management at <http://hr.nv.gov/>, the Nevada Public Employees Benefits Program at <http://pebp.state.nv.us/>, and the Public Employees Retirement System of Nevada at <http://nvpers.org>.

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. The successful candidate must undergo or be in compliance with an FBI background check.

To Apply:

Please submit a cover letter of interest with your résumé to:

Lee-Ann Easton, Administrator

Department of Administration, Division of Human Resource Management

100 N. Stewart Street, #200

Carson City, NV 89701

leaston@admin.nv.gov

Please include in your cover letter:

- Special reference to your training, experience, capacity and interest in the field of administration or the administering of laws relating to corrections; and
- How you heard about this announcement. If you heard about this position through a website, please specify which website.

In subject line please reference: Director, Department of Corrections

Letters of interest and resumes will be accepted until recruitment needs are satisfied.

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.

The State of Nevada is an Equal Opportunity Employer.