



DEPARTMENT OF BUSINESS AND INDUSTRY  
OFFICE OF THE DIRECTOR

**UNCLASSIFIED JOB ANNOUNCEMENT**

**DIVISION ADMINISTRATOR, HOUSING**

Posted 6/4/13

**RECRUITMENT:**

This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. (All résumés will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.) This position is appointed by and serves at the pleasure of the Director of the Department of Business & Industry.

**AGENCY RESPONSIBILITIES:**

The Nevada Housing Division's mission is to assist and encourage the private sector and other government entities in the creation and maintenance of affordable housing throughout the State. The Housing Division administers various housing programs including the Nevada Hardest Hit Fund. The Housing Division is a division within the Department of Business and Industry, which is comprised of 13 Divisions: Athletic Commission, Attorney for Injured Workers, Employee Management Relations Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Manufactured Housing Division, Real Estate Division, Taxicab Authority, Nevada Transportation Service Authority, and Mortgage Lending Division.

**APPROXIMATE ANNUAL SALARY:**

Up to \$95,453 plus benefits \* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

\*Please note: this position is currently subject to 48 hours of Furlough Leave a year and salary will be adjusted accordingly.

**BENEFITS:**

The position includes state health and dental insurance as well as a state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided to all state employees is available at [www.pebp.state.nv.us/all\\_plan\\_benefits.htm](http://www.pebp.state.nv.us/all_plan_benefits.htm). Other optional benefits are also available, including a deferred compensation program.

**POSITION DESCRIPTION:**

This position reports to the Director of the Department of Business & Industry. The individual selected must be able to plan, organize, direct staff, coordinate multiple activities and programs; communicate effectively both orally and in writing; interpret and apply laws, statutes and regulations; establish objectives and goals; and maintain excellent relationships with governmental officials, agencies, stakeholders and the public.

The Administrator exercises supervision over professional staff whose responsibilities are to carry out the activities and programs of the Housing Division. The Administrator is responsible for the Housing Division's budget, goals, and objectives. The Administrator is responsible for planning and directing programs associated with the Housing Division, and for evaluating the performance and effectiveness of these programs. The Administrator will be identifying, analyzing and resolving issues and problems; review and ensure implementation of the administrative directives, guidelines and policies throughout the Housing Division and Department; represent the Director of Business and Industry in Department communications as directed; serve as principal advisor to the Director on Divisional management operational and administrative matters; prepare high level reports and correspondence and other related duties as assigned by the Director. The ideal candidate would also have experience in the following:

- Proven administrative experience
- Supervision over a large staff of employees
- Preparing Governmental budgets
- A general understanding of State personnel rules and procedures
- Monitoring and oversight of Government Programs
- Coordination and Communication with other Governmental Entities

**TO QUALIFY:**

The ideal candidate will possess a Bachelor's degree in business or public administration or a related field and a minimum of five years of increasingly responsible professional level experience which included responsibility for the coordination and management of multiple work units in a complex organization; **OR**, an equivalent combination of education and experience.

**POSITION LOCATION:**

Statewide in Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE 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.)

**SUBMIT COVER LETTER AND RESUMÉ TO:**

Department of Administration  
HR Services

Attn: Gennie Hudson  
100 N. Stewart St., Ste. 230  
Carson City, NV 89701  
775-684-0247

[ghudson@admin.nv.gov](mailto:ghudson@admin.nv.gov)

In subject line please reference: **Division Administrator, B&I Housing**

***The State of Nevada is an Equal Opportunity Employer.***