



JIM GIBBONS
Governor

STATE OF NEVADA

DEPARTMENT OF WILDLIFE

1100 Valley Road
Reno, Nevada 89512

(775) 688-1500 • Fax (775) 688-1595

KENNETH E. MAYER
Director

DOUG HUNT
Deputy Director

DEPUTY DIRECTOR Full-time Unclassified Position

ANNUAL SALARY: Up to \$107,465

Employee/Employer Paid Retirement. An Employer-Paid Retirement is available with a reduced annual salary.

- **Recruitment Open To:** All qualified persons
- **Location:** Reno, Nevada with moderate statewide travel required
- **Applications Accepted Until:** Position Filled
- **Benefits:** Paid medical, dental and vision care; life and disability insurance; 11 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security, but must contribute to Medicare.

Reporting directly to the Director of Wildlife, the Deputy Director provides administrative oversight and coordination of statewide programs including wildlife and boating law enforcement, conservation education, biological studies related to wildlife, fish and habitat, wildlife management areas, and fish hatcheries; ensures development, implementation and documentation of the Department's strategic plan; and acts on behalf of the Director in matters related to Department operations, activities and personnel as directed by the Director.

- Provides administrative direction and supervises staff including 8 Division Administrators.
- Plans and directs the management team and strategic planning process.
- Plans organizes and provides for statewide coordination of fish and wildlife programs while balancing needs and initiatives of competing/conflicting interest groups.
- Provides narrative, statistical and oral reports on program and operational progress to the Director, Wildlife Commission, State legislators and other interested parties; evaluates effectiveness of programs in relation to established outcome measures.
- Plans and organizes Wildlife Commission, Leadership Team, and other meetings
- Develops and monitors the biennial and annual budgets for the Director's office; provides oversight and coordination in development and maintenance of regional budgets and contracts; monitors federal funding levels and ensure compliance with established rules and grant requirements.
- Manages development of proposed legislation and regulatory initiatives related to wildlife issues including fiscal notes; reviews, for the Fiscal Services section, programs and professional services; oversees activities of the Fiscal Analysis Team.
- Ensures compliance with local, State and federal laws, regulations and requirements; evaluates impact of proposed legislation; formulates and implements policies, procedures and regulations in response to new statutory requirements; ensures the preparation and maintenance of mandated records and reports.
- Conducts special analyses and writes comprehensive reports and recommendations; researches legislative proposals and prepare responses; drafts text and position statements; develops and modifies policy in response to legal mandates; serves on committees and attends a variety of meetings to represent the Department's interests.

Qualifications:

- Bachelor's degree from an accredited college or university in a natural science discipline such as wildlife management, conservation biology, zoology or closely related field and five years increasingly responsible experience managing comprehensive programs involving natural resources, conservation or life sciences, two years of which must have included wildlife management, budget preparation and control, strategic planning, and supervision of subordinate supervisors; **OR** two years experience comparable to a Chief Game Warden or Wildlife Deputy Administrator in Nevada State service.
- Other combinations of education and experience may be considered.

Note: All interview-related expenses are the responsibility of the applicant.

There is no stipend available for moving expenses for candidates not in Nevada State service.

Possession of a valid driver's license is required.

Incumbent is appointed by and serves at the pleasure of the Director.

The application packet should include your Résumé/ Curriculum Vitae, Transcripts and a Letter of Interest.

Submit the application packet and direct inquiries to:

Kristina Ross, Personnel Officer
Department of Wildlife Human Resources
4600 Kietzke Lane D-135
Reno NV 89502

Telephone: 775 688 1522 (voicemail available)

Fax: 775 688 1987

e-mail: krisr@ndow.org

Visit <http://ndow.org> for more information about Nevada and its Department of Wildlife