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Governor

STATE OF NEVADA

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DEPARTMENT OF AGRICULTURE

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UNCLASSIFIED JOB ANNOUNCEMENT

Posted- October 16, 2023

ADMINISTRATOR, DIVISION OF PLANT HEALTH AND COMPLIANCE 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, as well as 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, provide oversight for the United States Department of Agriculture's school and community nutrition programs, and 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 Plant Health and Compliance operations, which includes regulatory testing, inspection, licensing, certification, and service programs statewide. Programs overseen include: entomology and lab, plant pathology and lab, produce safety, hemp, nursery licensing, pest control operator licensing, pesticide chemistry lab, EPA pesticides (worker protection, groundwater sampling, federal pesticide regulation enforcement, pesticide waste disposal), USDA exporting inspection and certification, USDA AMS Specialty Crop Block Grant, noxious and invasive plants, seed certification, rangeland health, representation of agriculture on the state's Sagebrush Ecosystem Technical Team, USDA AMS COOL (Country of Origin Labeling), and USDA APHIS Cooperative Agriculture Pest Survey grants. The incumbent will be involved with budgeting, public meeting presentations, development of Division goals and objectives, Division progress tracking and updates, and establishing strategic plans. The successful candidate for this position must have proven management skills and experience in the development of effective partnerships and working relationships with industry, local, state, and federal government representatives.

LOCATION:

Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada Mountains. It is home to a university, community college, and offers a thriving arts scene, big-name entertainment, and a wide variety of recreational activities. Lake Tahoe, historic Virginia City, and the state capitol, Carson City, are all within a half-hour drive. The climate is seasonal; summers are warm and dry with cool evenings; winters are cold and dry with moderate snowfall. Low taxes and no state income tax are another perk.

APPROXIMATE ANNUAL SALARY:

Up to \$124,671 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.

BENEFITS:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 11 paid holidays, and paid sick and annual leave. Other employee-paid benefits such as deferred compensation plans are also available.

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. Experience in production agriculture, horticulture, plant biology, natural resource 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 is preferred. 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, industry, local government, state and federal organizations;
- Knowledge of agriculture and plant industry related industries and their economic importance;
- Application of fiscal policy; and
- Knowledge of legislative processes.

LICENSE:

Requires a valid Nevada Driver's License.

ADDITIONAL REQUIREMENTS:

Please respond to the following questions and limit your response to one page per question. Responses should include timeframes, reference to specific regulation or statute, when applicable, and level of responsibility in each position as it relates to experience in the question:

1. Describe your experience and strengths relative to resource management, both human and equipment.
2. Describe your experience in industry regulations.
3. Describe your experience in public administration.
4. Describe your experience in accounting and fiscal management.
5. Describe your experience in business administration.
6. Describe your supervisory experience, including the number and occupations of employees.

SELECTION PROCESS:

Submissions will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited to interview at the Sparks, Nevada headquarters at their own expense. 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, address, email address, and telephone number for five references and their connection to you**, e.g., former supervisor, co-worker, etc. The successful applicant will be required to undergo a background investigation at their own expense.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Holly Rincon, Executive Assistant
Department of Agriculture
405 S. 21st Street Sparks,
NV 89431-5557
(775)-353-3619
Email: h.rincon@agri.nv.gov

PLEASE REFERENCE THE FOLLOWING IN THE 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.