



Steve Sisolak
Governor

STATE OF NEVADA

DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120

Reno, Nevada 89511

Phone (775) 688-1500 • Fax (775) 688-1495

TONY WASLEY
Director

LIZ O'BRIEN
Deputy Director

JACK ROBB
Deputy Director

Division Administrator Full-Time Unclassified Position

Posted: April 25, 2019

Annual Salary: Up to \$95,931

*Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.

Recruitment Open To: Open to all qualified persons
Position Location: Reno, Nevada (with moderate statewide travel)
Recruitment Close Date: Until Position Has Been 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.

The Division Administrator of Data and Technology Services Division directs a staff of 33 which includes Management Analyst, IT Professional, IT Technicians, Business Process Analyst, Program Officers, Biologists, Wildlife Staff Specialists, Administrative Assistants, and seasonal employees. The position requires strong operations oversight experience within information technology, telephone systems, Geographic Information Systems (GIS), data analytics and processing. Knowledge of wildlife programs and licenses is highly preferred. This position will have the authority under the Department's Deputy Directors and Director to carry out division mission and will plan, organize, direct, and control Division resources to achieve overall Departmental goals. The incumbent will prepare, implement, and monitor budgets and will present prepared budgets to the Department Director, Department Deputy Director, State officials, and Legislature as required.

The position is also responsible for oversight and direction of:

- Licensing, boat registration and title processing, and supervision of licensing and clerical staff at regional offices. Licensing consists of all hunting, fishing and boat licenses and includes processing, tracking, and issuing of licenses through consumer NDOW website, 7 regional locations, and through 140+ statewide license agents (e.g., Walmart, Big 5 Sporting Goods, etc.).
- Implementation and enhancement to the Department's Licensing Data System which is an on-line license application program and administers the license draw activity, Game tag applications and processing.
- Oversight of GIS which manages all spatial and tabular wildlife data, centralized database, and development of applications for mobile data collection and create standardized map products.
- Oversight of Information technology support for the department, which includes staff and programs located at 24 state-wide locations, including field offices, fish hatcheries and wildlife management areas.

Qualifications:

- Bachelors' Degree from an accredited college or university in wildlife management, business management, Information Systems, or related field and at least five years progressively responsible experience in the field of operations management and/or budgeting, including at least two year supervisory experience.
- OR, an equivalent combination of related education and experience; Advanced degree from an accredited college or university is preferred.

Submit Resume, Transcripts, and Letter of Interest to:

Kristin Bowling, Personnel Officer
Nevada Department of Wildlife - Human Resources
6980 Sierra Center Parkway, Suite 120
Reno, NV 89511
Telephone: 775-688-1522 (voicemail available)
E-Mail: klbowling@ndow.org