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DEPARTMENT OF AGRICULTURE

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UNCLASSIFIED JOB ANNOUNCEMENT Posted May 19, 2017 ADMINISTRATOR, FOOD AND NUTRITION DIVISION 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.

THE POSITION: This position serves under the direction of the Deputy Director and is responsible for the leadership, strategic planning, management, and budget of the Food and Nutrition Division, which includes oversight of United States Department of Agriculture (USDA) Child Nutrition Programs, Food Distribution Programs, Senior Farmer's Market Nutrition Program and the Food Safety Unit. Child Nutrition Programs include: National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), and School Wellness. Food Distribution Programs include: NSLP Commodity Foods, The Emergency Food Assistance Program (TEFAP), Commodity Supplemental Food Program (CSFP), Nutrition Services Incentive Program (NSIP), Food Distribution Program on Indian Reservations (FDPIR), and Disaster Feeding. The Food Safety Unit maintains a US Food and Drug Administration (FDA) certified laboratory which is responsible for testing dairy products and marijuana for compliance with Nevada Revised Statutes, cottage food, and inspecting meat processing establishments.

The incumbent will develop and manage division budgets, manage staff, manage statutory changes, collaborate with US Department of Agriculture (USDA) and other groups, develop division goals and objectives and establish strategic plans, manage public meeting presentations, and present to stakeholder groups including the state legislature. The successful candidate for this position must have proven budget and management skills and experience in the development of effective partnerships and working relationships with all stakeholder groups including non-profit groups, local, state and federal government representatives.

LOCATION: Sparks, Nevada. Sparks/Reno is located at the foothills of the Sierra Nevada, is home to a university, a 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.

APPROXIMATE ANNUAL SALARY: Up to \$100,858 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 choice of health insurance plans; eleven paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the state retirement options and related information may be accessed at 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. Other optional benefits are also available, including a deferred compensation program.

TO QUALIFY: A bachelor's degree from an accredited college with an academic major in areas including food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business or a related field; and experience in fiscal management; supervision of personnel; familiarity and experience in state administrative, legislative and budgeting procedures; and extensive relevant knowledge and experience in areas such as institutional food service operations, management, business, and /or nutrition. 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 and interpretation of USDA regulations related to Child Nutrition and Food Distribution Programs;
- Ability to manage multiple USDA grants;
- Application of fiscal policy; and
- Knowledge of legislative processes.

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 administering USDA child nutrition and/or food distribution programs.
3. Describe your experience in developing collaborative partnerships.
4. Describe your experience in accounting and fiscal management including management of USDA grants.
5. Describe your supervisory experience, including number and occupations of employees.

SELECTION PROCESS: Applicant submittals will be reviewed to determine those with the most appropriate qualifications. Those individuals will be invited to Sparks for an interview at their own expense. Final selection will be made by the Director of the Nevada Department of Agriculture.

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

All submittals shall include a cover letter, resume and the name, address, email address, and telephone number for five references. All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Jim R. Barbee, Director
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The State of Nevada is an Equal Opportunity Employer.