



## State of Nevada Announces

An Open Competitive Recruitment for:

### ***HAVA ADMINISTRATOR - Pending approved posting***

**APPROXIMATE ANNUAL SALARY - \$57,712.32 to \$86,735.52 PAY GRADE: 41**

For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

#### **JOB INFORMATION**

- Work Type: Permanent, full time vacancies as they may occur in this geographical location.
- Department: [Secretary of State](#)
- Division: Secretary of State
- Location: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 07.641

#### **RECRUITMENT INFORMATION**

- Announcement Number: 15572
  - Open to all qualified persons.
  - Posted 11/22/2011
  - Recruiter:  
SHERI DUNN  
Phone: (775)684-0129  
Email: [sdunn@admin.nv.gov](mailto:sdunn@admin.nv.gov)
  - Applications accepted until recruitment needs are satisfied
- \*\* Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

#### **The Position**

The HAVA Administrator provides overall leadership, operation, planning, and management of the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws; provides analysis and interpretation of State and federal laws, regulations and statutes related to elections administration; represents the division and makes presentations to various boards, legislative committees, community organizations and the public.

\*\* THIS RECRUITMENT MAY CLOSE PRIOR TO THE ANNOUNCED CLOSING DATE BASED ON VOLUME OF APPLICATIONS RECEIVED. \*\* The HAVA Administrator provides overall leadership, operation, planning, and management of the State's federal elections pursuant to the Help America Vote Act (HAVA) and related federal and State voting rights laws. The HAVA Administrator will be able to analyze, interpret and review federal and State laws relation to elections administration in order to advise management on technical questions and policy. The HAVA Administrator will provide direction to and coordinate with local election officials, information technology staff, and elections-related vendors to administer technical aspects of the election process which includes, but is not limited to, voting systems and the statewide voter registration list. The HAVA Administrator will prepare the HAVA program and biennial budget plans, and apply for and manage grant funds associated

with election administration. The HAVA Administrator will train, supervise and evaluate the performance of professional and support staff. The HAVA Administrator will collect, analyze, and report voter and election information to the office leadership, the public and federal and state authorities. Bi-lingual verbal and written abilities in English/Spanish are preferred but not required.

To see full Class Specifications visit: <http://dop.nv.gov/schematic7.htm>

### **To Qualify:**

In order to be qualified, you must meet the following requirements:

#### **Education and Experience (Minimum Qualifications)**

- Bachelor's degree from an accredited college or university in public or business administration, communications, law or related field and five years of progressively responsible professional experience managing diverse programs which required budget development and management; coordination of program services and activities with community organizations and governmental agencies; development of policy; and making public presentations. Two years of the required experience must have included supervising professional staff; OR an equivalent combination of education and experience.

### **The Examination**

#### **Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

#### **The following additional questions are part of this Recruitment**

**1)** Describe your experience managing diverse programs to include: a) the type(s) of programs you managed; b) Budget development and management; c) coordination of program services and activities with community organizations and governmental agencies; d) development of policy; and e) making public presentations. Be specific when describing the experience in each of the required areas.

#### **INFORMATIONAL LINKS**

For more information about state employment, visit the following:  
Department of Personnel: <http://dop.nv.gov>  
Public Employees Retirement System:  
<http://www.nvpers.org>  
Public Employees Benefits Program:  
<http://pebp.state.nv.us>

#### **REFER A FRIEND**

Help us reach qualified candidates! Refer a friend by clicking here:  
[Email](#)

### **Direct Inquiries or Correspondence to:**

**Nevada State Department of Personnel  
Northern Nevada**  
209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

**Nevada State Department of Personnel  
Southern Nevada**  
555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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