



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
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Unclassified Job Announcement
NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS ADMINISTRATOR
Carson City, Nevada

The Department of Administration is seeking qualified candidates for the Nevada State Library, Archives and Public Records (NSLAPR) Administrator position. This is an unclassified, at-will, full-time exempt position that serves at the pleasure of the Director of Administration.

RECRUITMENT OPEN TO:

Open to all qualified applicants. Resumes will be accepted on a first come, first serve basis until the position is filled. Hiring may occur at any time. The position is appointed by and serves at the pleasure and sole discretion of the Director.

THE OPPORTUNITY AND MISSION:

The mission of the Nevada State Library, Archives and Public Records Division is to preserve the records that document the history of Nevada State government dating back to 1851. It has custody over the historical records of the territory and state as defined in state statute, representing the three branches of government: executive, legislative, and judicial. There are more than 17,000 cubic feet of territorial and state government records and over 100,000 images of Nevada people and places, providing visual information that complements the State Archives' documentation of Nevada History.

The Nevada State Library is primarily focused on providing internal support to State of Nevada agencies and employees, we also serve Nevada's academic, school, public, and special libraries as well as residents of the Silver State.

The Nevada State Library has a vast collection of resource material which is frequently used in education, scholarly research, and business. Among the many things found in our collection are diaries, maps, letters, memoirs, photos, and government records—and of course, a lot of books!

The Nevada State Records section serves as the primary records management resource for the State of Nevada and provides professional consultation and leadership on records management issues to state agencies and local governments. We provide support by creating and revising records retention schedules and teaching records management best practices to ensure that state government agencies remain efficient and transparent.

RESPONSIBILITIES INCLUDE:

- Administer the Nevada State Library, Archives and Public Records in accordance with State and Federal law, regulation, policy and standard library information science, records management, and archival practices.
- Plan, organize, and direct statewide programs, services and activities provided by NSLAPR such as the statewide program of development and coordination of library and information services, the U.S. Bureau of the Census, State Data Center programs, the State records management program, the preservation of State public records, and administers State and Federal funding for local libraries, etc.
- Responsible for agency budget preparation, control and legislative presentations
- Serves on and/or coordinates the activities of numerous boards, committees, councils and associations related to library and archives activities
- Testify regarding Division activities before public bodies including the Nevada Legislature, the Legislature's Interim Finance Committee, the Board of Examiners, and the Board of Finance
- Direct and control the activities of the NSLAPR Division and its sixty-four employees including the development and implementation of policy, procedures and standards
- Establish and monitor division goals, objectives and performance indicators

MINIMUM QUALIFICATIONS:

- Graduation from a library school accredited by the American Library Association

OR

- Certification by the Academy of Certified Archivists

AND

- 5 years of library or archival experience in an administrative capacity

PEFERRED QUALIFICATIONS:

The ideal candidate for this position will have extensive experience with leadership in a public agency and be well versed in administrative rules and regulations. They will have experience speaking before public bodies and elected officials and a proven ability to communicate complex issues in a clear and understandable manner. They will demonstrate intimate familiarity with all aspects of library and archival science as well as public records.

An advanced degree in library science or archival science is preferred.

Nevada seeks a skilled and experienced Administrator capable of managing multiple complex programs and ability to improve organizational performance and develop workforce capabilities through leadership, team building, problem solving, and innovation.

COMPENSATION:

The salary range for the Administrator of NSLAPR is up to \$107,001 (employee/employer-paid retirement plan). The State of Nevada provides excellent benefits to employees, which include:

- Retirement Plan – Nevada offers a defined benefit retirement plan with vesting rights with 5 years of service. Benefits are determined based on years of service and the average of the three years of highest earnings. More information is available at: <https://www.nvpers.org/>
- Deferred Compensation – In addition to the excellent pension benefit, Nevada offers a 457(b) Deferred Compensation Plan that allows the employee to invest for retirement in a tax deferred account. More information is available at: <http://defcomp.nv.gov/>
- Leave – Nevada offers generous leave benefits including an initial accrual of 120 hours of annual leave and maximum 120 hours of annual sick leave. More information is available at: <http://hr.nv.gov/>
- Health Plan – Nevada offers multiple health insurance options to meet the varied health care needs of employees and their families, including both a Consumer Driven Health Plan with tax deferred Health Savings Account and HMO plans. Nevada contributes to the premium costs of both the employee and dependents. More information is available at: <https://pebp.state.nv.us/>
- Dental, Vision, and Insurance – Nevada offers both dental and vision plans which include 100% coverage for preventative services, and full coverage for dental and eye exams and teeth cleaning. Nevada also provides basic life insurance and long term disability insurance at no cost to the employee. More information is available at: <https://pebp.state.nv.us/>
- Voluntary Benefits – Nevada offers a variety of optional benefits including life insurance, short term disability insurance, long-term care insurance, flexible spending accounts for medical and dependent care, and group discounts on auto and home insurance. More information is available at: <https://pebp.state.nv.us/>
- Employee Assistance Program – Nevada offers an EAP program which includes free consultation for a variety of employee personal needs, including financial, legal, work-life assistance, counseling, and stress management. More information is available at: <http://hr.nv.gov/>
- An employer paid retirement compensation schedule is also available at a reduced gross salary.
- Nevada has no personal income tax.

STATE OF NEVADA

Nevada is a rapidly growing and diverse state. It has long been a world class leader in diverse industries such as entertainment and hospitality, logistics, and mining. Nevada is a state steeped in history and its frontier past. But Nevada has always been and continues to be an innovator. Under the leadership of Governor Brian Sandoval, Nevada has rapidly diversified its economy and made strategic investments in education and job training for a

quality workforce. Nevada has gained jobs rapidly since the Great Recession and boasted a 5% unemployment rate in October of 2017. Nevada is home to a growing number of companies in information technology, aerospace, and alternative energy. With growth comes increase demands for state services, a growing tax base, and an opportunity to maintain and expand the infrastructure of the State of Nevada to better serve its citizens.

Nevada is exceptional in many ways beyond its economy. It is a land of vast open spaces, numerous mountain ranges, and arid desert valleys. In the northwest region, where Carson City is located, within its borders are the eastern slope of the Sierra Nevada Mountains and includes the jewel of the Sierras, beautiful Lake Tahoe. Lake Tahoe offers year-round mountain sports as varied as snow skiing at nearby resorts to sunbathing on Lake Tahoe's sandy beaches. Carson City and the City of Reno metro areas are rich in arts and culture, an exciting restaurant scene, a college culture centered on the University of Nevada, Reno, and year-round special events and activities. You will never be bored in Reno. A few hours north of Reno lies the starkly beautiful and vast Black Rock Desert, famed for hosting the annual Burning Man Festival. Other regions of the state offer a variety of attractions, from the National Cowboy Poetry Gathering in Elko at the foot of the scenic Ruby Mountains to the bright lights and amenities of Las Vegas, the Entertainment Capital of the World, surrounded by the stark beauty of the Mojave Desert with nearby treasures like Red Rock National Recreation Area, Lake Mead National Recreation Area, and Valley of Fire State Park.

With a tag line of "Don't Fence Me In," Nevada offers endless opportunities for recreation, advancement, self-expression, and innovation. Are you interested in a leadership role in State of Nevada government? Would you like to lend a hand in shaping the New Nevada? Apply today.

Application materials will be accepted until recruitment needs are satisfied.

TO APPLY:

Submit resume, cover letter and three professional references to:

Kathleen Kirkland, Personnel Officer III

Department of Administration, Division of Human Resource Management

Agency HR Services

400 West King Street, Suite 406

Carson City, NV 89703

Email: kkirkland@admin.nv.gov

and

agencyhr@admin.nv.gov

Phone: (775) 684-0209

Please reference NSLAPR Administrator in the subject line.

In your cover letter, please indicate how you heard about the position. If you heard about this position through a website, please specify which website.