



STATE OF NEVADA
UNCLASSIFIED JOB ANNOUNCEMENT
Executive Director, Nevada Indian Commission
Department of Tourism and Cultural Affairs

Posted: May 1, 2019

Closes: May 31, 2019

The State of Nevada is currently accepting applications from qualified applicants for the position of Executive Director of the Nevada Indian Commission, Department of Tourism and Cultural Affairs (hereinafter referred to as "Commission"). The Executive Director oversees the Nevada Indian Commission and the Stewart Indian School Cultural Center and Museum and Welcome Center. The Commission's office is located in Carson City, NV.

Selection Process:

The selection process is set forth in NRS 233A.055. The Executive Director is appointed by the Governor from a list of three persons submitted to the Governor by the Nevada Indian Commission Board. A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.

Please note: in accordance with the Nevada Open Meeting Law, your submittal and associated reference checks will be available for the public to review and all interviews conducted by the Nevada Indian Commission will be held in an open public meeting.

Position Description Summary:

The Executive Director directs and supervises all the technical and administrative activities of the Commission; attends all Nevada Indian Commission meetings and acts as secretary; reports to the Governor and the Commission all matters concerning the administration of the office; requests the advice of the Commission regarding matters of policy, but is responsible, unless otherwise provided by law, for the conduct of the administrative functions of the Commission office; compiles for Commission approval and submission to the Governor, a biennial report regarding the work of the Commission.

In addition to the other powers and duties, the Executive Director serves as contracting officer to receive funds from the federal government or other sources for Commission studies and attends meetings of any special study committees appointed by the



Governor pursuant to Chapter 233A of NRS; performs any lawful act to carry out the purposes and provisions of NRS233A and helps achieve the goals of the Commission in studying matters affecting the welfare and well-being of American Indians residing in Nevada, including, but not limited to, matters and problems relating to Indian affairs and to federal and state control, responsibility, policy and operations affecting such Indians; aids the Commission in recommending necessary or appropriate action, policy and legislation or revision of legislation and administrative agency regulations pertaining to Indians.

The Executive Director coordinates several forums, conferences, summits and meetings statewide to secure the cooperation of state, county, city, and other agencies to attain the objectives of the Commission assisting Nevada tribes, bands, colonies, urban Indians and groups to promote community development and self-sufficiency; assist in finding solutions to Indian issues; assists tribes and urban Indian organizations in acquiring or re-acquiring federal lands.

The Executive Director acts as liaison for the Governor to the 27 tribal governments in the state to improve and enhance the government to government relationship between the tribal governments and the State of Nevada. The Executive Director works to increase and improve the involvement and participation of Nevada tribes, bands, colonies, and urban Indians in governmental affairs, and increased communication between state offices and tribal communities and individuals; and enhances the state's understanding of Indian law.

The Nevada Indian Commission is the coordinating agency for activities and uses at the Stewart Indian School in Carson City, NV. The Executive Director leads the multi-million dollar preservation and development efforts at the former Stewart Indian School (110-acres and over 65 buildings) that includes establishment of the Stewart Indian School Cultural Center and Museum and a Welcome Center. The Executive Director also oversees the implementation of the Stewart Indian School Master Plan.

The Executive Director may travel extensively throughout the State of Nevada and within the United States.

Qualifications:

- Requires a degree from an accredited college or university with a Major in Business Administration or Public Administration and five (5) years of experience in a closely related field; OR an appropriate combination of education and experience.



- Successful experience in the administration and promotion of a comparable program.
- Knowledge of the social, economic, and legal status of American Indians and matters and problems relating to federal and state control, responsibility, policy, and operations affecting Indians
- Knowledge of applied research techniques, effective communications, conflict resolution, and general principles of administration.
- Ability to direct and supervise all technical and administrative activities of the commission.
- Gather, interpret, and disseminate data on the American Indian population and conduct research on Indian law (in consultation with the Attorney General's Office).
- Communicate effectively with local, state, tribal, urban, and federal officials on Indian Affairs; appear before interested groups and legislative committees in regard to Indian Affairs; and knowledge and ability to engage and track the legislative process on legislation affecting the American Indians of the state.
- Attention to detail, presentation skills, knowledge of budgets, a team-building approach to leadership, and an excellent communicator in terms of listening, writing, speaking and social media are also important attributes.
- Public speaking skills are a must as the Executive Director will be required to represent the agency with the media, the legislature, Tribal Leaders, and the community and speak at meetings and or conventions before hundreds of people.

Approximate Annual Salary and Benefits:

Depending on qualifications, up to \$77,483 annually, plus benefits (Salary range reflects retirement (PERS) contributions by both employer and employee). An employer paid contribution plan is also available with a reduced gross salary. 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 available.

Submit Letters of Interest/Resumes/Direct all Inquiries to:

Agency HR Services

Attn: Rachael Harris, Personnel Officer

Agencyhr@admin.nv.gov

In the subject line, please reference: Last Name/NIC Executive Director/How you heard about the position

NEVADA INDIAN COMMISSION



Or mail to:

400 W. King St., Ste. 406
Carson City, NV 89703
Ph. (775) 684-0247
Fax (775) 687-1150

Applications will be accepted through **5:00 p.m. on May 31, 2019**. Eligible applicants will be invited to interview with the Nevada Indian Commission on a date to be determined, in order for the Commission to provide the Governor a list of three candidates for his review. The position will not be filled before July 1, 2019.

The State of Nevada is an Equal Opportunity Employer.

