



**STEVE SISOLAK**  
Governor

STATE OF NEVADA  
COMMISSION ON MINERAL RESOURCES  
**DIVISION OF MINERALS**  
400 W. King Street, Suite 106  
Carson City, Nevada 89703  
(775) 684-7040 • Fax (775) 684-7052  
<http://minerals.nv.gov/>



**RICHARD PERRY**  
Administrator

**Las Vegas Office:** 2030 E. Flamingo Rd. #220, Las Vegas, NV 89119  
Phone: (702) 486-4343; Fax: (702) 486-4345

## Unclassified Job Announcement

February 10, 2020

### ADMINISTRATOR-NEVADA DIVISION OF MINERALS

**Location: Carson City, NV**

**THE NEVADA DIVISION OF MINERALS:** The Nevada Division of Minerals, a part of the Commission on Mineral Resources, is responsible for permitting oil, gas, geothermal and dissolved mineral exploration wells and compliance to permits for operation of these wells, the public safety abandoned mine lands (AML) program, collecting and disseminating information on exploration, mineral production and other related topics, and providing educational resources to K-12, civic and trade organizations on the importance of mineral production to the State. The Division has offices in Carson City and Las Vegas. The Commission on Mineral Resources appoints the Administrator of the Division. The Commission on Mineral Resources is a seven-member public body appointed by the Governor.

**THE POSITION:** The successful applicant will serve as the chief administrative officer of the Division of Minerals with responsibility for the programs of the Division. The Administrator serves as secretary to the Commission on Mineral Resources and coordinates the quarterly meetings of the Commission. The Commission is an executive branch non-cabinet agency and the Administrator reports monthly to a member of the Governor's cabinet. Other duties include preparing a biennial budget, fiscal and human resource management, providing testimony to the Legislature on mineral-related matters, acting as a liaison between other State and Federal agencies, serving as the Governor's official representative to the Interstate Oil and Gas Compact Commission and serving as a statutory member of the State Environmental Commission.

**EDUCATION AND EXPERIENCE:** Must be a graduate of an accredited college or university and have substantial experience as an administrator or at least 5 years' experience in the exploration for or the production or conservation of minerals. The preferred candidate will have a B.S or higher degree in the geosciences or engineering with Nevada mineral industry experience relevant to the responsibilities of the position.

**COMPENSATION AND BENEFITS:** Up to \$118,153 annually on the employee/employer paid retirement option. A retirement plan paid entirely by the employer is available at a reduced salary of \$103,078. The position receives state retirement and health insurance benefits. Information regarding retirement plan options and retirement benefits is available at [www.nvpers.org](http://www.nvpers.org). A description of the current health benefits available to all employees of the State of Nevada is available at [https://pebp.state.nv.us/wpcontent/uploads/2019/05/PY2020-PEBP-Benefit-Guide\\_51519\\_FINAL-1.pdf](https://pebp.state.nv.us/wpcontent/uploads/2019/05/PY2020-PEBP-Benefit-Guide_51519_FINAL-1.pdf)

**APPLICATION PROCESS:** Interested candidates are requested to submit a cover letter and detailed resume that includes a description of employment history to include name and addresses of employers, scope of responsibility and three professional references electronically to:

**Sherrie Nuckolls, Administrative Assistant IV/HR Coordinator**  
**Nevada Division of Minerals**  
[snuckolls@minerals.nv.gov](mailto:snuckolls@minerals.nv.gov)  
**775-684-7043**

In the subject line please reference: Last name/Administrator

All materials must be received by the close of business on March 6, 2020. All submitted information will become public if the candidate becomes a finalist for the position. Finalists will be interviewed by the Commission on Mineral Resources at a date to be determined. The person selected as the new Administrator will assume responsibilities on April 2, 2020, or at a mutually agreeable date. A pre-employment drug test is a condition on employment. Overnight in-state and out-of-state travel are required.

#### **Equal Employment Opportunity/Affirmative Action**

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.