



State of Nevada  
**COMMISSION ON ETHICS**

3476 Executive Pointe Way, Suite 10  
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<http://ethics.nv.gov>

Unclassified Position Announcement

**Executive Director**

The Nevada Commission on Ethics is seeking qualified applicants for the position of Executive Director. This is an unclassified full-time position within Nevada state government and based in Carson City. The position is appointed by and reports to the members of the Nevada Commission on Ethics.

The Executive Director is responsible for the administrative operation of the Commission office. Essential duties and responsibilities include: supervising staff; managing agency finances, including the development and implementation of the budget; functioning effectively in a nonpartisan capacity; conducting investigations on ethics complaints; preparing written recommendations as to whether the Commission should hold a hearing and render an opinion on ethics complaints; processing requests for advisory opinions; planning, coordinating and directing activities associated with Commission meetings and hearings; managing case-flow; collecting financial disclosure statements from certain public officers and referring late filings to the Secretary of State; developing and implementing agency strategic plan, performance measures and internal controls; preparing policy manuals, standardized forms and procedures and periodic reports; and conducting training on the Nevada Ethics in Government Law.

**Recruitment open to:** Qualified candidates. Résumés accepted until July 17, 2009.

**Qualifications:** An advanced degree in a related field or the equivalent of at least five years of supervisory administrative experience, legal analysis and investigative experience. The desirable candidate should possess strong verbal and written communication skills; administrative and supervisory experience; financial/accounting skills to manage the agency budget; and experience conducting investigations. The Commission may require a background check.

**Compensation:** Up to \$97,901 annually. This salary amount does not reflect a reduction from the required furlough. Salary will reflect applicant's level of experience and is based on contributions by both the employee and employer. An employer-paid retirement contribution plan is available with a reduced gross salary. The State of Nevada offers an excellent benefits package that includes a retirement system, paid health, vision, dental and life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available.

Interested parties should submit a résumé and cover letter to:

**Renee Travis**  
Department of Administration, Personnel Services  
209 E. Musser #205  
Carson City, Nevada 89701  
(775) 684-0208  
E-mail: [rmtravis@budget.state.nv.us](mailto:rmtravis@budget.state.nv.us)