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STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street  
Carson City, Nevada 89701

**Position Announcement  
Open Competitive**

**Information Technology Chief**

**POSITION TITLE:** Information Technology Chief

**DUTY STATION:** Carson City or Las Vegas

**APPROXIMATE SALARY:** \$112,798.00 (Employee/Employer)  
\$ 98,406.00 (Employer Paid)

**POSITION STATUS:** Exempt (FLSA); serves at the will of the Attorney General; employment with the Attorney General's office is contingent upon successful completion of NCIC/NCJIS (background check), and a fingerprint criminal history check.

**POSITION SUMMARY:** Information Technology (IT) Chief is responsible for planning, organizing, directing, and controlling the IT activities, in one or more IT specialization areas, of the Attorney General's Office. Incumbents function as managers who train, supervise and evaluate the performance of subordinate supervisors; develop policies and procedures; and allocate staff and resources to accomplish goals and objectives. This position may be filled in Las Vegas or Carson City depending on candidate pool.

**EXAMPLE OF DUTIES:** This position will coordinate with the Attorney General, Chief of Staff, and other staff in defining automated application needs and requirements. The IT Chief develops, prioritizes and implements office technology through a series of work projects with time lines to meet agency goals. Major responsibilities and projects in this area include system integrations, datacenter migrations, network management, cyber security, budget development and execution, project management, as well as evaluating, selecting and approval of all hardware and software for final purchase to include all related contract services to provide the same. Recommends projected personnel, equipment and training needs based on agency growth and goals. Incumbent will be responsible for developing and implementing information services portion of the agency policies and procedures. They will assure current methods, technologies, security and inventories are in place. Supervisory duties include management oversight. The Information Technology Chief is expected to possess significant management and leadership skills and characteristics.

**POSITION CHARACTERISTICS:** The person chosen for this position will have excellent leadership qualities and a willingness to work collaboratively with staff as both a team leader and a team member. The individual will have analytical and writing skills, fully developed public speaking ability, knowledge of federal and state laws, regulations and administrative procedures. The successful candidate will have a demonstrated ability to establish and maintain harmonious working relationships with clients and other co-workers.

## **QUALIFICATIONS**

**KNOWLEDGE/SKILLS REQUIRED:** Detailed knowledge of strategic planning. Ability to define complex problems, select the best course of action, assess costs, and present alternatives to high levels of government. Ability to analyze data, solve problems and make appropriate decisions. Plan, organize and manage the functional core components for information technology and information security including disaster prevention/recovery, assessment and awareness. Management and leadership skills and characteristics are critical. Required management skills include planning and assignment of work, performance reviews and evaluations, compiling and summarizing management information, preparing monthly management reports, and effective contribution to the accomplishments of goals, objectives, and activities of the Office.

The Information Technology Chief must be highly professional, well-organized, self-motivated, punctual, prompt, possess leadership skills with a high degree of communications skills and a demonstrated ability to formulate policy in collaboration with multiple decision makers.

**PHYSICAL DEMANDS:** This position is required to have mobility to work in a typical office setting and proficiency with the use of standard office equipment. This position may be required to travel to satellite offices in various parts of Nevada. The Information Technology Chief requires vision capable of reading extensive printed materials and material on a standard size computer screen, and unimpaired hearing and speech sufficient to clearly and effectively communicate in person and telephonically from various venues and locations, and be able to speak in a clear and understandable manner, and to hear and respond to questions posed.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from an accredited college or university with major course work in computer science, management information systems, or closely related field and eight years of progressively responsible professional IT experience that involved strategic planning, project management, quality assurance, and computer operations, system administration, network administration, database administration, applications analysis and development, or information security.

**This description lists the major duties and requirements of all positions under this classification and is not all-inclusive. Employees may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested candidates should e-mail, fax, or hand-deliver his or her cover letter (cover letter should indicate how you heard about position) and resume to:

Jessica L. Adair, Chief of Staff  
c/o Vicki Beavers, Executive Assistant  
Office of the Attorney General  
100 North Carson Street  
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