**Job Title:** DIVISION ADMINISTRATOR, REHABILITATION - LAS VEGAS OR CARSON CITY

DIV ADMNR, REHABILITATION - 60008073

**Posting Close Date:** N/A

**Location:**

CARSON CITY, NEVADA, US, 89706 LAS VEGAS, NEVADA, US, 89102

**Requisition Id:** 3900

**Department:** DEPARTMENT OF EMPLOYMENT, TRAINING & REHAB

**Division:** DETR - REHABILITATION DIVISION

**Business Unit:** HR-REHABILITATION ADMIN

**Work Type:** UNCLASSIFIED

**\*Pay Grade:**

**Salary Range:** - $120,977.00

**Fulltime/Parttime:** Full Time

**Recruiter:** PAULA GOTTULA MILES

**Phone:** 702 486-7957

**Email:** pgmiles@detr.nv.gov

**Position Description**

The Department of Employment, Training and Rehabilitation is seeking qualified applicants for the position of Division Rehabilitation Administrator, Vocational Rehabilitation and the Bureau of Disability Adjudication.  This is an unclassified, full-time position.

The incumbent will plan, organize, direct and administer the delivery of VR services and supervise the administrative, financial, staffing, research and technical activities of DETR’s Vocational Rehabilitation Division as well as the Bureau of Disability Adjudication.  The incumbent will coordinate with other State agencies, facilitate information dissemination, develop, implement and review operating procedures; the incumbent will oversee VR budgetary activities and champion biennial agency proposals; the incumbent will provide guidance and seek short and long term strategic initiatives to solve ongoing VR issues; and represent the agency as needed in fiscal, legislative and executive matters.

Submit an application through Succes Factors or direct resumes and inquiries to:

Brian Boughter, Human Resources Manager

Department of Employment, Training  and Rehabilitation

2800 E. St. Louis Ave.

Las Vegas, NV  89104

Email:  [bwboughter@detr.nv.gov](mailto:bwboughter@detr.nv.gov)

**Minimum Qualifications**

Bachelor’s degree from an accredited college or university in public or business administration, social science, counseling, education, psychology, English or another relevant field.  Master’s degree or above preferred.  Seven to ten years of professional executive experience is required in a closely related field or an appropriate combination of education and experience.

**This recruitment may close at any time based on the number of applications received.  Qualified applicants are encouraged to apply as soon as possible.**

**\*The salary range indicated in this announcement is based on the Employee/Employer retirement compensation schedule. An employer-only option is available at a reduced salary range.**

**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.**

**Nearest Major Market:** Carson City   
**Nearest Secondary Market:** Reno