

JOE LOMBARDO
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STATE OF NEVADA



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STATE CONTRACTORS BOARD

JOB OPPORTUNITY **Nevada State Contractors Board** **Director of Investigations** **Las Vegas, Nevada**

Recruitment open until filled
Office Hours: 7:00 am – 4:00 pm, Monday-Friday
Las Vegas Office

JOB TITLE: Director of Investigations

The Nevada State Contractors Board (NSCB) is seeking a full-time Director of Investigations and requests all interested and qualified individuals to apply. The position reports to the Executive Office of the NSCB.

The Director of Investigations serves as the head of the NSCB Investigations Department and is responsible for managing the agency's compliance investigations and criminal enforcement operations. The NSCB has offices in Las Vegas and Reno. The Director of Investigations acts as the primary law enforcement officer whose responsibilities include coordinating NSCB operations and investigations with local, state and federal law enforcement agencies.

The NSCB is committed to ensuring the integrity and professionalism of the construction industry in Nevada, and has the responsibility to promote quality construction by Nevada licensed contractors through regulatory licensing system designed to protect the health, safety and welfare of the public. This is an At-Will position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and evaluate four subordinate supervisors who supervise 21 team members in Investigations. Responsible for the overall direction, coordination and evaluation of the Investigations Department.
- Provide leadership, guidance, and direction to Investigations staff to achieve desired goals and objectives.
- Personnel management (ex. Supervisory, leave, performance appraisals, etc.)
- Develop and manage NSCB investigative and enforcement strategies

- Develop/implement NSCB policies and procedures
- Provide required oversight of the administrative disciplinary process
- Responds to inquiries as directed by the Executive Officer
- Develops working relationships within law enforcement and the construction industry
- Coordinate with State officials, legislative members and respective staff regarding oversight inquires and reporting requirements as directed by the Executive Officer.
- Travel required, both local and in/out of state including overnight
- Implement NSCB strategies and objectives
- Presence in the office unless responsibilities require presence elsewhere.

EDUCATION AND EXPERIENCE

Bachelor's degree; or ten years related law enforcement experience and/or training; or equivalent combination of education and experience. The ideal candidate is a mission-driven leader with a law enforcement background possessing strong management, strategic, relational, and operational experience.

SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to comprehend Nevada Revised Statute 624. Excellent written and oral communication skills. Experience preparing professional correspondence, including a high level of proficiency in grammar, spelling, and punctuation. Knowledge of computer databases, spreadsheets and word processing. Knowledge of concepts, materials and terminology related to criminal law; industry standards applicable to construction; procedures and practices for documenting investigations.

The individual must have the ability to read, analyze, and interpret legal and legislative documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches, correspondence, and articles for publication. Ability to effectively present information to the media and in public outreach programs.

CERTIFICATES, LICENSES, REGISTRATION

Must possess a valid Nevada driver's license.

PHYSICAL DEMANDS

Must be able to travel as required throughout the state, and successfully perform the essential functions of this job.

SALARY AND BENEFITS

Starting annual salary is between \$125,000 to \$145,000, to be determined based on experience. Benefit package includes Medical, Dental, Vision, 401 and 457 pension plans. The NSCB is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program. Additional benefits information will be provided during the interview process.

HOW TO APPLY

Interested persons may submit their resume to recruit8@nscb.state.nv.us

If you require a reasonable accommodation for the application process, please contact Crystal Caywood at (702) 486-1136. The NSCB is an equal opportunity employer.