

Deaf Commission Budget

Update: 10/31/2019

SFY20 Budget	25,000.00
YTD Expenses	<u>(4,091.96)</u>
Balance	20,632.04

% Expended	16%
% Year Completed	33%

Projections	Jan-20	Mar-20	May-20
Travel			
Per Diem (64/day)	0	384	0
Airfare	0	1800	0
Car	0	100	0
Interpreters (125/hr)	1000	1000	1000
CapTel (178/hr)	712	712	712
Total	1712	3996	1712
Grand Total			\$ 7,420

2019-2020 Interim Session

Committee on Education

Thursday, January 23, 2020 - 12:00 pm

Thursday, February 20, 2020 - 12:00 pm

Committee on Health Care

Wednesday, November 20, 2019 - 9:00 am

Wednesday, December 11, 2019 - 9:00 am

Committee on Senior Citizens, Veterans and Adults with Special Needs

Thursday, January 9, 2020 - 10:00 am



Career Opportunity

Nevada Commission for Persons who are Deaf
and Hard of Hearing
Executive Director

Aging and Disability Services Division (ADSD) is accepting resumes for an Executive Director position of the Nevada Commission for Persons who are Deaf and Hard of Hearing. This position may be in Carson City or Las Vegas depending on the most qualified applicant and the needs of the agency. This position is in the unclassified service. The incumbent will serve at the pleasure of the Administrator of the division.

The primary responsibility of the Executive Director for the Commission is to develop and supervise achievements of Commission goals and prepares, writes, monitors and reports on the Strategic Plan. This position has the responsibility for continual contact with public and private organizations, State offices, and legislators involving discussion, explanation and interpretation of policies, rules and regulations of state and federal programs affecting citizens who are deaf, hard of hearing, or speech impaired. The Executive Director represents the Commission, its programs and policies, requiring public speaking, interpreting of laws and policies, and handling of difficult circumstances involving the Commission and services for the deaf, hard of hearing, or speech impaired. This includes research and analysis, technical assistance on planning and organizational activities to carry out the strategic plan and Commission activities.

The position is also responsible to assist in the preparation of the Commissions budget and recommendations to the Commission and ADSD. Oversees compliance with state administrative and procurement requirements for grants/contracts for Commission approved projects. Reviews and approves expenditure reports to ensure compliance with any laws or regulations.

The position facilitates arrangements for Commission meetings to include preparation of agendas, distribution of all meeting materials, scheduling and arrangement of accessible meeting rooms, transportation and accommodations for Commission members and the public, and preparation of public notices and meeting minutes. This includes assistance to Commission Chairperson as necessary for conducting Commission business in an orderly and effective manner, develop and implement procedures for Commission operations, and staffing of commission meetings.

The Aging and Disability Services Division (ADSD) provides an atmosphere of innovative thinking, teamwork, friendly co-workers, and promotes a positive work environment. The mission of ADSD is to provide leadership and advocacy in the planning, development and delivery of a high quality, comprehensive support service system across the lifespan to allow all of Nevada's elders, children and adults with disabilities or special health care needs,

to live independent, meaningful and dignified lives to the greatest extent possible. The responsibility of ADSD is to ensure the provision of effective supports and services to meet the needs of individuals and families.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and one year of professional experience providing social services to clients or program development and evaluation which required the application of regulations, laws, policies and procedures in making determinations; **OR** Bachelor's degree from an accredited college or university in a field of study pertinent to the program assignment and one year of professional experience providing medical assistance programs, services, or healthcare services to clients or program compliance and evaluation which required the application of regulations, laws, policies and procedures in making determinations; **OR** an equivalent combination of education and experience.

PREFERRED EXPERIENCE: Individual who has experience working with people who are deaf, hard of hearing or speech impaired; proficient in American Sign Language.

SKILLS and KNOWLEDGE: *General knowledge of:* purpose and scope of assigned programs; automated information system logic and its application to the program assigned; principles and practices for the development and presentation of training classes. *Ability to:* evaluate program effectiveness and recommend innovative and improved procedures and practices to enhance program services; coordinate program activities with professionals from a variety of disciplines; interpret broad, ambiguous, and sometimes conflicting regulations and laws; make independent decisions that impact the quality of services provided; identify policy issues which require management resolution; conduct needs assessments and interpret results including development of strategic plans; develop statistical and analytical reports; interpret case and program budgets and financial statements; plan and conduct meetings; relay clear and concise findings to service providers and contract personnel including responding appropriately to opposition or disagreement.

SALARY AND BENEFITS: As a full-time position compensation is approximately \$XXXXXX annually. Excellent benefits package including health, dental and vision insurance, Public Employees' Retirement System (PERS) Plan, paid vacation, 11 paid holidays, and no state, county, city or social security tax. Other employee benefits such as life and disability insurance, and deferred compensation plans are available.

For further information or to apply, please submit your resume or Curriculum Vitae with a letter of interest and three (3) professional references to:

Lori Gaston
ADSD Human Resource Analyst
1391 S. Jones Blvd.
Las Vegas, NV 89146
Lgaston@adsd.nv.gov

Applications will be accepted until recruitment needs are satisfied.

In the Subject line, please reference: **Deaf Commission Executive Director**