

**Brian Sandoval**  
*Governor*



**James M. Wright**  
*Director*

**Patrick Conmay**  
*Acting Deputy Director*

## Human Resources

555 Wright Way  
Carson City, Nevada 89701  
Telephone (775) 684-4694 • Fax (775) 684-4884

### Unclassified Job Announcement

#### **DIVISION ADMINISTRATOR, CYBER SECURITY** **Carson City, Nevada**

The Nevada Department of Public Safety (DPS) is accepting resumes for Cyber Security Administrator position in Carson City, Nevada. This is an unclassified, full-time exempt position that serves at the discretion of the Department of Public Safety Director.

#### **The Position:**

- Under the direction of the DPS Director, the Cyber Security Administrator will provide leadership, direction and executive oversight to the Cyber Defense staff of three.
- The Office is tasked with research and forensics initiatives to help prevent cyber threats and attacks that can affect public safety.
- The Cyber Defense Office will monitor and coordinate activities to detect network intrusion, recommend measures to safeguard against unauthorized access, alteration of critical data, or malicious cyber activities that can impact public safety systems.
- The incumbent will direct cyber forensics and cybercrimes analytics activities to help detect, respond and protect public safety operations.
- Cooperatively work with others in the cyber defense community and present pertinent, evidence-based reports for strategic planning and executive-level decision making.
- Lead the efforts to research emerging cyber threats and vulnerabilities; establish and maintain cyber defense strategy and promote awareness campaign.
- Serve as the lead liaison in cyber defense communications with stakeholders and other organizations within the cyber defense community.
- Present reports of cyber defense initiatives, security measures and best practices to the DPS Director.
- The ideal candidate has experience presenting before legislative or executive level governing bodies, strong written and verbal communication skills, and interpersonal skills necessary to establish and maintain effective working relationships with others.
- Travel time of up to 25 percent will be required of the incumbent.

**Minimum Qualifications:**

Bachelor's degree from an accredited college or university in public administration, business administration, or related field and eight years of professional experience managing business operations to include strategic planning, policy development and implementation, budget development and presentation, and collaborating with multiple agencies to develop and implement programs or services; **OR** an equivalent combination of education and experience.

**Salary:**

The annual salary for this position is up to \$110,689 and will be based on a candidate's experience, education and relevant skills. This salary reflects an employee/employer-paid retirement contribution plan. An employer-paid retirement plan is also available with a reduced gross salary.

**Benefits:**

Nevada does not have a state income tax. Medical, dental, vision care, life and disability benefits are offered; 11 paid holidays a year; three weeks of annual leave (vacation); three weeks of sick leave with no limit on accrual; optional tax-sheltered deferred compensation plan is also available. State employees do not contribute to Social Security, but a Medicare deduction is required.

**Background Investigation:**

The selected candidate must pass the DPS pre-employment background investigation to include criminal history checks. The candidate will also be required to obtain a federal security clearance at the time of appointment and for continuing employment.

**Application Deadline:**

Resumes and application materials will be accepted from **August 21, 2017 through, September 11, 2017.**

**To Apply:****SUBMIT RESUME, LETTER OF INTEREST AND/OR PORTFOLIO TO:**

Mavis Affo  
Human Resource Manager  
Department of Public Safety  
555 Wright Way  
Carson City, NV 89701  
Phone: 775-684-4703  
Email: [maffo@dps.state.nv.us](mailto:maffo@dps.state.nv.us)

*The State of Nevada is an Equal Opportunity Employer*