

## State of Nevada Announces Recruitment for...

### PROGRAM OFFICER III - Cemetery Superintendent - 07.643

**APPROXIMATE ANNUAL SALARY - \$45,560.16 to \$67,692.96 PAY GRADE: 35**

- A Permanent, full time vacancy
- Department: [NV Office of Veterans Services](#)
- Division: NV Office of Veterans Services
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Open to All Qualified Persons
- Applications accepted until recruitment needs are satisfied

\*\* Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

**ANNOUNCEMENT NUMBER 9076**

- Posted 05/14/09
- Direct Inquiries to:  
KENNETH GOODLY  
(702)486-2914  
or email [kgoodly@dop.nv.gov](mailto:kgoodly@dop.nv.gov)

### The Position

Program Officers perform administrative work in planning, coordinating, and directing a comprehensive program or program function for a specific clientele.

Incumbents function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

This position is responsible for the daily operations of the Southern Nevada Veterans Memorial Cemetery.

To see full Class Specifications visit: <http://dop.nv.gov/schematic7.htm>

### To Qualify

#### **Education and Experience**

1) Graduation from an accredited college or university in public administration or related field and two years of previous experience in planning, coordinating or administering a program; OR two years experience as a Program Officer II in Nevada State service; OR graduation from high school or the equivalent and six years of previous experience in planning, coordinating or administering a program; OR an equivalent combination of education and experience.

#### **Special Requirements**

1) A valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

2) A State of Nevada/FBI background check will be required of the selected applicant.

3) A pre-employment criminal history check and fingerprinting are required.

#### **Additional Position Experience**

1) This position requires experience in construction practices that include the use of medium duty equipment in excavation.

2) The position requires experience using OSHA guidelines as it relates to the use and repair of light to medium equipment and other safety issues.

3) Knowledge of preventative maintenance of equipment

4) Knowledge of OSHA guidelines related to the use and repair of light to medium equipment.

5) General knowledge of agriculture for the propagation of trees, plants, and turf.

6) This position deals with various organizations within the community.

### Examination

If there are five or fewer qualified applicants, the exam will consist of an application evaluation. (This statement does not apply for Until Recruitment Needs are Satisfied (URS) announcements).

**PROGRAM OFFICER III (07.643) Training and Experience Exam**

The exam will consist of a rating of training and experience weighted 100%. It is essential that applications include extensively detailed information with time frames regarding education and experience. Your score will be based on the information provided in your application and your responses to the questions asked below. If there are several parts to a question, answer each part separately. Along with each answer, identify the position(s) and/or training (as described in your application) where you gained the background asked for in the question. Absence of experience/training asked for in a question is not necessarily disqualifying. Failure to answer the questions will result in a score based solely on the application.

Qualified applicants will be contacted by the hiring agency for interview.

- 1) Describe your experience in preparing input and/or administering budgets.
- 2) Describe your experience in construction practices and the use of medium sized equipment in excavation.
- 3) Describe your experience reading architectural plans and relaying instructions to employees.
- 4) Describe your experience in the preventive maintenance of heavy and motorized equipment.
- 5) Describe your experience using OSHA guidelines related to the use and repair of light to medium equipment.
- 6) Describe your experience in horticulture as it relates to the propagation of trees plants and turf.
- 7) Describe your experience dealing with or working with organizations within a community.

**Direct Inquiries or Correspondence to:**

**Nevada State Department of Personnel  
Northern Nevada**  
209 East Musser Street,  
Room 101  
Carson City, Nevada 89701-4204

**Nevada State Department of Personnel  
Southern Nevada**  
555 East Washington Avenue,  
Suite 1400  
Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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