



State of Nevada Private Investigators Licensing Board

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Timothy Bezick
Rick Brown
Katherine Cortez
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Kevin Ingram, Executive Director
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Position Announcement - Open Competitive Executive Director, Private Investigators Licensing Board

RECRUITMENT: The State of Nevada Private Investigators Licensing Board is seeking qualified applicants for the position of Executive Director. This is an open competitive recruitment open to all qualified persons. This position is a non-classified position, hired pursuant to NRS 648 and serves at the pleasure of the Board. Employment with the Private Investigators Licensing Board is contingent upon successful completion of a comprehensive background investigation including, but not limited to, a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check. **The application deadline is Monday, July 31, 2023.** Resumes received after this date will not be accepted.

AGENCY RESPONSIBILITIES: The Private Investigators Licensing Board (PILB) is responsible for the licensing and regulation of private investigators, private patrol officers, process servers, repossessioners, dog handlers, security consultants, polygraphic examiners and interns. The PILB is responsible for conducting background investigations on applicants, administering compliance audits of licensees, preparing disciplinary matters for Board review, and investigating various complaints of misconduct of a licensee and unlicensed activity.

LOCATION/TRAVEL: This position is based in Las Vegas and requires periodic in-state travel.

SALARY RANGE: \$90,000 – \$125,000

POSITION SUMMARY: The Executive Director is the Chief Financial Officer for the Board; provides oversight for all functions and staff; prepares meeting agendas, coordinates meetings; provides Board members with meeting documents; facilitates workshops; drafts language for amendments to NRS and NAC; prepares notices of hearing and complaints on disciplinary matters; provides notice for meeting attendees; prepares orders; reviews background reports on licensing applications; prepares budget for each fiscal year; manages accounts receivable and accounts payable; coordinates and approves requested enhancements, tasks and projects within the PILB database; hires and trains staff and provides administrative and field support as needed to assist staff. This position also works very closely with city, county, state, and federal government agencies.

QUALIFICATIONS: Graduation from an accredited college or university with a degree in business administration or a related field and three years of administrative experience in the private or public sector. The degree from an accredited college may be waived if it is determined that the applicant has a minimum of 5 years of management experience equivalency as determined by the Private Investigators Licensing Board.

SKILLS REQUIRED: Applicants must possess skill in effective written and verbal communication; required skills also include strategic thinking, team and relationship building, planning, change management, and prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, and punctual. Applicants must also possess a high level of integrity, superior leadership skills and unquestionable ethics.

PREFERRED EXPERIENCE: Experience related to compliance with applicable Statutes & Regulations:

- NRS 241: Open Meeting Law;
- NRS/NAC 648: PILB Statutes & Regulations;
- NRS 233B: Administrative Procedures Act;
- NRS 622: General Provisions governing regulatory bodies;
- NRS 281A: Ethics;
- NRS 239: Public Records Act;
- Experience in supervising satellite office locations

NOTE: This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills. Knowledge of Word, Excel, and other computer programs preferred.

Applicants must possess a valid Nevada driver's license at the time of appointment and for continued employment.

INTERESTED APPLICANTS must submit a letter of interest and resume **no later than Monday, July 31, 2023**, to:

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