



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EXECUTIVE SECRETARY, NEVADA COMMISSION ON OFF-HIGHWAY VEHICLES (OHV)	31	B	7.800

Under the direction of the Chair for the Nevada Commission on Off-Highway Vehicles (OHV), the OHV Executive Secretary performs administrative, organizational, outreach and grants duties to support the Commission in its daily activities.

Serve as primary day-to-day contact for OHV related information; assists the Office of Grant Procurement, Coordination and Management with the monitoring and administration of the OHV's complex grant and financial award assistance program; review and evaluate applications for subgrants submitted; determine eligibility and recommend approval; review and monitor recipient and sub-recipient compliance to federal, State and local laws and regulations; provide technical assistance regarding program operations, grants management and interpretation of regulations, policies and procedures; conduct audits of financial records and reports submitted to service providers to ensure the appropriate and efficient usage of monies received and/or reimbursed; assists with revising and recommending implementation of a grant guidebook to ensure providers' understanding and compliance with rules and regulations.

Assist in developing news releases, informational brochures, public service announcements; organize, draft and edit material for printing or publication and distribution; assist in evaluating advertising and promotional material; arrange press conferences and notify media representatives of newsworthy events; develop publicity campaigns to promote the mission of the OHV program; plan, organize, coordinate and publicize special events to provide information regarding agency services and activities; collect articles and other informational releases pertaining to the program; maintain files of background information.

Establish and maintain effective working relationships with State and local government officials, community groups and businesses; monitor program operations by reviewing reports and records to recommend and implement changes in the method, procedure or operation of the program; compile data and prepare reports on OHV activities in order to facilitate budget decisions and to identify problem areas, recommend solutions or to aid the Commission in making policy decisions and in analyzing the program's success; assist in coordinating training and/or provide technical assistance for program service applicants on how to complete required forms and documentation.

Receive, review and evaluate information concerning the eligibility and/or activities of OHV clientele; compile, organize and consolidate financial and statistical data; develop spreadsheets to facilitate data analysis; prepare reports and budget documents according to instructions from the Governor's Office of Finance.

Develop and implement effective recordkeeping systems and ensure information is logically organized, appropriately cross-referenced, and accessible to users; maintain records and track the progress of legislative proposals, grievances, contracts, and activities; develop fiscal, operational and procedural plans for the Commission that meet State standards; compose narrative reports, announcements, correspondence, and other materials using appropriate grammar, punctuation, spelling and syntax; schedule meetings, workshops and other events; post and send agendas for Commission meetings; take and transcribe meeting minutes; represent the Commission by participating in ongoing and ad hoc committees and work groups as directed.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * At the direction of the Commission, incumbent may be required to successfully complete a State grants management, purchasing and/or certified contract manager or monitor class within one year of appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, community relations, communications or closely related field and one year of experience which included assisting in grants development and monitoring, interpreting complex laws and regulations, composing written and oral communications between managers and program clientele, maintaining records, and coordinating special events; **OR** graduation from high school or equivalent education and three years of progressively responsible experience performing duties as described above; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at the time of application):

Working knowledge of: spreadsheet software; basic mathematical computations. **General knowledge of:** grants monitoring; accounting and financial recordkeeping practices; federal and/or State regulations pertaining to grants; grants and payment systems; processes of program evaluation and planning; techniques for publicizing material through television, print or radio; website design. **Ability to:** work independently with minimal direction; analyze problems and develop creative solutions; receive and respond to inquiries involving complex and sensitive issues which directly impact the Commission, operations and activities; exchange ideas, information, and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions or solutions; make operational decisions related within established limits of authority; interpret, apply and explain complex laws, regulations, requirements, restrictions and standards to program clientele, representatives of external entities and others; communicate effectively both orally and in writing; respond appropriately to inquiries and complaints; develop and maintain working relationships with government officials, community groups and the public; research information; oversee and maintain website content. **Skill in:** operating a computer terminal to effectively input, retrieve and manipulate data; written English sufficient to compose reports and business correspondence in a clear, concise and grammatical manner.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the mission, functions, goals, rules and regulations of the program implementing; accounting and financial recordkeeping practices; State regulations and requirements related to budget development and maintenance. **Ability to:** positively and effectively interact with a wide range of individuals to acquire information and coordinate projects; read, write, interpret, explain, and apply legal and technical documents; explain agency grant programs, actions, policies and procedures.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.800

ESTABLISHED: 4/8/16UC