



OFFICE OF THE LIEUTENANT GOVERNOR

Mark A. Hutchison

UNCLASSIFIED JOB ANNOUNCEMENT

Administrative Secretary

Communications Director

POSITION STATUS:

The Office of the Lieutenant Governor is seeking qualified applicants for the position of Communications Director. This is an unclassified, at-will, full-time exempt position within the State of Nevada open to all qualified applicants and serves at the will of the Lieutenant Governor.

AGENCY RESPONSIBILITIES:

The Lieutenant Governor serves as President of the State Senate, Chairman of the Commission on Tourism, Vice-Chairman of the State Board of Transportation, a member of the Board of the Governor's Office of Economic Development, and a member of the Executive Budget Audit Committee. In November 2015, the Lieutenant Governor was appointed to the Commission on Homeland Security and was later appointed Chair of the Commission's Cyber Security Committee. In February 2017, the Lieutenant Governor was appointed Chair of the Governor's Committee on Energy Choice.

APPROXIMATE ANNUAL SALARY AND BENEFITS:

Up to \$50,729 plus benefits, exempt (FLSA). The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

This position reports to the Lieutenant Governor, Chief of Staff, Deputy Chief of Staff and is primarily responsible for interfacing with the public and press. Duties include but are not limited to:

- Generates Daily Operations Brief (D.O.B.)
 - a) To include the Lieutenant Governor's top line messaging, daily schedule, staff schedule, relevant daily news, and any news articles mentioning the Lieutenant Governor.
- Serves as point of contact for local, state, and national press:
 - a) Maintains press database
 - b) Serves as initial point of contact for press inquiries
 - c) Pitches interviews to local press on Lieutenant Governor's activities and initiatives
 - d) Attends all major events where a media presence is anticipated
 - e) Prepares and distributes press releases and media advisories
 - f) Researches and drafts articles, op-eds, and letters to editors
- Manages constituent correspondence to ensure each inquiry is handled in an efficient and timely manner
- Coordinates social media messaging
- Represents the Lieutenant Governor at events as assigned
- Other duties as assigned

QUALIFICATIONS:

Education:

- Applicants should possess a Bachelor's Degree from an accredited college or university, or four years of equivalent experience in an associated field.

Skills and experience:

- Strong written and oral communication skills;
- Ability to develop and maintain effective working relationships with the media;
- Demonstrated knowledge of the principles and practices of media and press;
- Ability to manage and effectively prioritize multiple complex projects;
- Experience in interacting effectively with the public and government agencies;
- Strong capacity to work independently;
- Ability to work under pressure and meet deadlines.

POSITION LOCATION AND HOURS: The position is located in Las Vegas, Nevada with general working hours Monday through Friday, 8:00 a.m. to 5:00 p.m., although early morning, evening, and weekend hours may be required.

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED:

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST AND RESUMES TO:

Office of the Lieutenant Governor
Attn: Kirsten Van Ry
555 E Washington Ave.
Suite 5500
Las Vegas, NV 89101

or email to: kvanry@ltgov.nv.gov; in the subject line please reference: **Communications Director.**

The State of Nevada is an Equal Opportunity Employer.