



BRIAN SANDOVAL
Governor

STATE OF NEVADA
DEPARTMENT OF BUSINESS AND INDUSTRY
ATHLETIC COMMISSION

Bruce H. Breslow
*Director,
Department of
Business &
Industry*

Bob Bennett
*Executive Director,
Athletic
Commission*

Chairman: Anthony A. Marnell III

Members: Francisco V. Aguilar, Staci Alonso, Skip Avansino, Dr. J. Daniel Carpenter

**CHIEF ASSISTANT – ATHLETIC COMMISSION
FULL-TIME, UNCLASSIFIED POSITION
Open Competitive: Open Until Recruitment Need is Satisfied
Posted: August 2, 2017**

The Athletic Commission is seeking qualified applicants for the position of Chief Assistant. This is an unclassified full-time position within Nevada State Government.

Recruitment:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Athletic Commission, Executive Director and the Department of Business and Industry.

Position Responsibilities:

The Chief Assistant reports to the Executive Director for the Athletic Commission located in Las Vegas. This position assists the Executive Director in the supervision and management of the Division. The Chief Assistant will be the day-to-day supervisor of the employees. Chief Assistant candidates must possess:

- Experience with the supervision and management of high-level events.
- Budget experience, including assisting in building the Division's budget, and oversight and tracking.
- Personnel experience, including management/supervision of employees.
- Good communication skills. Ability to meet with outside groups to discuss issues concerning athletic events, individuals, organizations and groups.

**3300 West Sahara Avenue, Suite 450, Las Vegas, NV 89102-3200
Telephone: (702) 486-2575 *** Fax: (702) 486-2577
Web: boxing.nv.gov**

The Athletic Commission regulates all contests or exhibitions of professional unarmed combat (e.g., boxing, kickboxing and mixed martial arts (MMA) in Nevada, including, the licensure and supervision of promoters, boxers, mixed martial artists, kick boxers, seconds, ring officials, managers, ring announcers and matchmakers. The Athletic Commission administers the State laws and regulations (Nevada Revised Statutes, Chapter 467 and Nevada Administrative Code, Chapter 467) governing unarmed combat for the protection of the public and to ensure the health and safety of contestants.

The Athletic Commission is a Division within the Department of Business and Industry which consists of 13 separate agencies: Athletic Commission, Attorney for Injured Workers, Employee Relations Management Board, Financial Institutions Division, Housing Division, Division of Industrial Relations, Division of Insurance, Labor Commissioner, Manufactured Housing Division, Real Estate Division, Taxicab Authority, Nevada Transportation Authority, and Mortgage Lending Division.

Approximate Annual Salary Up To \$71,644 plus benefits * *Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

Benefits:

The State of Nevada offers a wide array of benefits including a retirement system (PERS), paid health, vision, dental, life and disability insurance program; 11 paid holidays, and 3 weeks paid sick and annual leave. Other employee benefits such as a tax sheltered deferred compensation plan may be viewed at: <http://nvjobs.nv.gov/Applicants/EB/>.

The Position:

The Chief Assistant reports to and assists the Executive Director with the daily operations of the Athletic Commission. The selected candidate must be able to plan, organize, direct staff, coordinate multiple activities and programs; establish objectives and goals; communicate effectively both orally and in writing; interpret and apply laws, statutes and regulations; maintain excellent relationships with governmental officials, agencies, stakeholders, the public and members of the media. Additionally, the incumbent must be able to work nights and weekends.

Additional Duties:

Additional duties for the Chief Assistant position include: attend events at the direction of the Executive Director, and perform at a supervisory capacity at weigh-ins, and events, and in the absence of the Executive Director; enforce Statutes or regulations which may involve administering and collecting of fine pursuant to Statute; schedule officials, prepare event template of shows, review available officials with the Executive Director and determine the pay for officials for specific events; arrange for credentials for the Athletic Commission and sanctioning bodies; coordinate with promoters to arrange for and attend the

organizational meeting, press conference, weigh-in and first fight; oversee the training of all contracted inspectors; schedule seminars, conferences, and any other related training of the inspectors in support of the regulations of Unarmed Combat; handle all aspects of a Nevada State Athletic Commission TV reality series 2 or 3 times a year; accompany or represent the Executive Director at department and interagency meetings.

Minimum Qualifications:

Candidate must possess at least five years progressive experience in the supervision and/or managerial experience of employees, knowledge of state budget system, budget preparation and tracking and experience with personnel and human resource management. Bachelor's degree strongly preferred.

Location: Las Vegas, Nevada

To Apply: Submit a resume and cover letter expressing your interest and background, as well as three professional references, to:

Department of Business and Industry
Attn: Tawny Polito
1830 College Parkway, Suite 100
Carson City, Nevada 89706

Or via email to: tawnypolito@business.nv.gov with a copy to:
bobbennett@boxing.nv.gov

In the subject line, please reference: **Chief Assistant – Athletic Commission**

In your cover letter, please indicate how you heard about this position. If you heard about this position through a website, please verify which website.

Resumes will be accepted until the position has been filled.

The State of Nevada is an Equal Opportunity Employer.