



BRIAN SANDOVAL
Governor

STATE OF NEVADA

GAMING CONTROL BOARD

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A.G. BURNETT, *Chairman*
SHAWN R. REID, *Member*
TERRY JOHNSON, *Member*

October 7, 2013

Position: Administrative Coordinator

Division: Administration

Type: Permanent Full-time, Unclassified

Recruitment: Open Competitive

Location: Recruiting for Las Vegas

Date: Open until October 21, 2013 @ 12:00 pm

Position Summary

Under the leadership of the Administration Division Chief and the Board's Human Resources Manager this position administers various Human Resource functions in the Las Vegas office and serves as the Board's Training Officer. The incumbent will assist in the development and implementation of Human Resources and Training policies, programs and procedures. This position oversees the Board's Safety and Workers Compensation programs. This position also serves as the Office Manager in the Sawyer Building, manages the staff in the Las Vegas Administration Office and is the Administration Division's Southern Nevada liaison.

Entry Knowledge, Skills and Abilities

Knowledge of the adult learning process and methods of presentation; Knowledge of and the ability to develop training classes for in classroom and e-learning; Ability to conduct training sessions; Knowledge of Federal and State Labor Laws; Ability to perform fact-finding and present meaningful solutions to resolve employee relations issues; Ability to establish and maintain credible working relationships with Board Members, Division Chiefs, employees, applicants and outside agencies; Proficiency in applicable software programs and the operation of audio visual equipment; Must have excellent verbal and written skills with a strong commitment for attention to detail.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in human resources management, business administration, public administration or other applicable degrees and five to seven years of experience including three to four years of supervisory experience.

Annual Salary Range

Employee / Employer Paid: up to \$84,089, which does not include a reduction for 48 hours of mandatory furlough leave; 48 hours is equivalent to a 2.3 % reduction.

Interviewing Process/ Contact Information

To apply for this position, please submit a letter indicating interest and qualifications for the position along with an application and a resume. Training and experience will be evaluated to determine selection for interview. If selected for interview, applicants may be required to present a 15 to 20 minute training class, using Power Point and any other appropriate training aids on a topic to be provided by the Board.

To submit your application, letter of interest and resume please go to the website @ www.gaming.nv under job opportunities.

The Gaming Control Board is an equal opportunity employer and does not discriminate on the basis of sex, age, religion, race, sexual orientation or disability. If accommodation for a disability is needed during the recruitment process, contact the Personnel Office.