



Silver State Health Insurance Exchange

2310 S. Carson Street, Suite 2, Carson City, NV 89701 • T: 775-687-9939 F: 775-687-9932

exchange.nv.gov

JOB ANNOUNCEMENT: COMMUNICATIONS OFFICER

SPECIAL NOTIFICATIONS: This position is exempt from the provisions of State of Nevada classified service. Selection shall be made by, and the incumbent shall serve at the pleasure of the Executive Director.

POSITION SUMMARY: The Communications Officer (CO) will manage and direct the public information, multi-media, public hearings, and communications Exchange strategy, policy, law, legislation and regulation with federal, State and local government, the general public, and stakeholders.

The CO represents the Exchange in communications with all management, serves in the capacity of liaison with the Governor's office, legislators, government officials and citizen groups in an effort to facilitate the Exchange's position on pending actions or to resolve issues and concerns; maintain close contact with industry and special interest groups on current or future projects to deter possible conflicts.

The CO maintains internal contacts with all department offices and divisions for the purpose of accomplishing Exchange activities; communicates with federal and local officials, legislative staff, and special interest groups to encourage cooperation, reduce negative perception, and demonstrate a willingness to be a service-oriented entity.

SALARY AND BENEFITS: Salary range is up to \$74,075 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

POSITION RESPONSIBILITIES: Under the general direction of the Chief Operations Officer and the Executive Director, responsibilities include, but are not limited to:

- Identify, analyze, interpret and track complex legislation; compile information and background research on proposed legislation; provide feedback to the Exchange Executive Director and COO, constituencies and legislators; coordinate and respond to legislative inquiries; prepare testimony and create background materials for public hearings; monitor all legislation and strive to ensure the department's programs are not adversely affected.
- Plan, develop, coordinate, implement and direct creative and effective communication strategies and public relations endeavors designed to inform and elicit public support for Exchange projects and promote a positive public image in conjunction with federal, State and local agency programs; edit and release official memoranda, reports and correspondence on behalf of the Exchange; ensure information is factual, current and accurate.
- Integrate communication strategies with Exchange goals and objectives; create communication plans for proposed projects, and other communications that advance Exchange programs or public policy initiatives; generate communication plans that focus on state, federal or stakeholder relationships.
- Represent the Exchange in communications with all management, serve in the capacity of liaison with the Governor's office, legislators, government officials and citizen groups in an effort to facilitate the Exchange's position on pending actions or to resolve issues and concerns; maintain close contact with industry and special interest groups on current or future projects to deter possible conflicts.

QUALIFICATIONS/REQUIREMENTS: Bachelor's degree from an accredited college or university in business or public administration, economics, political science, public relations, engineering, communications, journalism, marketing or closely related field. Experience in the adult training process which included experience in planning, programming, coordinating and conducting adult training and five years of progressively responsible experience acting as a liaison with one or more of the following groups: legislators; federal, State and local government officials; or public entities, citizen groups, the media and the general public; for the purpose of promoting organizational goals and/or legislative objectives.

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state will be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

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