

## **GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT**

### **Program Administrator Nevada Local Emerging Small Business Program**

#### **Job Description**

##### Requirements

- Degree from accredited four-year college or university in Public Administration or a related field; or graduation from high school or the equivalent and four years of previous experience either performing or assisting in the planning, coordinating or administering of a government program; OR equivalent combination of education, training and related experience
- Knowledge of, and experience with, state or local government purchasing and/or public administration preferred
- Proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Outlook and Internet)

##### Duties

- Administer the Nevada Local Emerging Small Business program ("NLESB")
- Analyze, interpret and communicate policy, procedures and rules relevant to the NLESB program
- Educate Nevada businesses and communities about the NLESB program, the application process and designation responsibilities
- Assist applicants with the completion of the application form as requested
- Review applications for eligibility for the NLESB program and determine qualification
- Communicate with all applicants regarding qualification, certification, and re-certification
- Maintain ongoing and accurate database of certified Local Emerging Small Businesses
- Coordinate outreach program for NLESB to connect with state and local agencies seeking purchasing and public works contracts within the state of Nevada
- Develop relationships with state and local government agency purchasing personnel
- Maintain current point of contact lists for state and local government agency purchasing personnel for the purposes of the NLESB program
- Compile and analyze reports from state and local governments, specifically agency purchasing personnel
- Input, retrieve and organize program data for comprehensive state-wide report to include spreadsheets, presentations and written narratives

- Coordinate and support program outreach events and other program events as needed
- Perform other duties as required

Position Location

Carson City, NV

Position Start Date

TBD

Salary Range: \$45,000-\$55,000 (Commensurate with experience)

Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that 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 a deferred compensation plan are available. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

Resumes will be accepted until the recruitment needs are satisfied.

To apply: Please forward resumes to the Nevada Governor's Office of Economic Development

Attn: Vera Adams, 808 West Nye Lane, Carson City, Nevada 89703

Or via e-mail at [vadams@diversifynevada.com](mailto:vadams@diversifynevada.com)

**Only written correspondence will be accepted**