



**State of Nevada  
Commission on Off-Highway Vehicles**

Web: <http://nvohv.com/>

**POSITION ANNOUNCEMENT  
Open Competitive**

Executive Assistant, Nevada Commission on Off-Highway Vehicles

**RECRUITMENT:** The Nevada Off-Highway Vehicle Commission is seeking qualified applicants for the position of Executive Assistant. This is an open, competitive recruitment, open to all qualified persons. This position is an unclassified position, hired pursuant to NRS 490.067 and serves at the pleasure of the Commission. The deadline to submit applications is MONDAY, August 10<sup>th</sup>, 2015 at 5:00 p.m.

**COMMISSION RESPONSIBILITIES:** The Commission receives funds from the registration of Off-Highway Vehicles, and administers a grant program to distribute those funds back into the community through law enforcement and public safety, safety training and education of OHV use, and planning, construction, or rehabilitation of trails and facilities for use by owners and operators of off-highway vehicles.

**LOCATION/TRAVEL:** The position can be based near Las Vegas or Carson City, depending on the candidate selected. Currently there is NO office connected with this position, and all work will be performed at the public meetings (conducted in public settings in Las Vegas and Carson City with video connection) and at a self-provided (home) office environment. Attendance at meetings outside of normal working hours may be required; and the incumbent must drive in a personal motor vehicle to attend meetings in person.

**SALARY RANGE:** \$20.27 to \$29.97/hour. The incumbent will work an average of 20 hours per week up to 80 hours per month. There is some flexibility in choosing a work schedule so long as the needs of the Commission are being met.

**POSITION SUMMARY:**

This position performs routine to complex administrative, organizational, and financial related work in support of the Commission on Off-Highway Vehicles' ("Commission") programs and activities; serves as primary, day-to-day staff for the Commission; Administers a complex grant and financial assistance award program under the direction of the Commission and pursuant to N.R.S. 490 with state-wide impact.

**POSITION CHARACTERISTICS:**

This is mid-level to senior level professional position under the direction and supervision of the Commission. This position serves in a lead/specialist capacity in support of the Commission and its work. As experience is gained and performance is measured, duties are performed under the more general supervision of the Commission. Initially the focus will be on agenda preparation and meeting minutes, hosting of website, and assistance with the Treasurer for the detailed accounting of the grant funding categories. As additional experience is gained, and as additional funding becomes available, the position is expected to expand to the additional duties identified below. The Executive Assistant will report to the Chair of the Commission.

**EXAMPLES OF DUTIES:**

Plans, organizes and performs complex administrative, operational, budgetary or other work for the Commission. Reviews and analyzes alternatives and makes recommendations regarding such matters as Commission operations, Commission policies, processes and procedures, budget development and administration, public outreach, grants management and administration, legal and regulatory implications and compliance. Assists in developing and implementing goals, objectives, policies, procedures and standards for Commission operations pursuant to N.R.S. 490. Maintains accurate records and files related to the Commission.

Coordinates Commission related meetings, develops and prepares meeting agendas and agenda items; conducts studies and prepares responses for Commissioner-generated requests. Reviews, assesses, and advises the Commission on proposed legislation that would affect Commission-related responsibilities. Confers with and represents the Commission in meetings with representatives of other governmental, community, business, professional and public agencies and the public. Provides statewide interagency coordination with local, state and federal agencies on matters related to the Commission and the grant program.

Coordinates budget development for the Commission's operations and administers expenditures for the Commission; monitors and controls expenditures against available funds.

At the direction of the Commission, supports and oversees the grant program pursuant to N.R.S. 490. Researches and complies with applicable statutory and regulatory requirements for grant award programs. Provides advice and guidance on the development and application of grant funding policies, regulations, and procedures.

Supports the implementation of the grant application and selection process; works with the grantee and other affected local, state, federal government agencies, businesses or interested stakeholders on due diligence and risk assessments of potential grantees and projects; determines special conditions and reporting requirements for grantees; develops and oversees effective and enforceable grant agreements.

Monitors grantees for compliance with the terms and conditions of grant agreements and expenditures against the grant agreement budget, including confirming expenditures; monitors activities and ensures that all grant reporting requirements are met; ensures grant-funded activities are delivered on time, and funds are managed appropriately; conducts audits to monitor adherence to special conditions stipulated in grant agreements; ensures proper closeout of grant agreements, including the completion and/or receipt of all project deliverables, and reconciliation of the grant's ending financial position; regularly reports compliance issues, risks and challenges that arise with grantees and projects to the Commission and offers solutions accordingly.

Develops and manages systems and tools for tracking and reporting at the programmatic and individual grant levels. Coordinates the regular auditing of the grant program and takes corrective action based on findings and recommendations. Oversees the tracking and maintenance of grant program records.

Oversees and maintains website content and responds to public inquiries and requests for information. Makes recommendations for and administers public outreach programs and tools; Performs other duties as assigned.

**MINIMUM REQUIREMENTS:**

Bachelor's Degree in Business or Public Administration or a related field, and three (3) years of full-time professional level experience performing administrative, operational, budgetary, public outreach, and grant funding administration. At least one (1) year of lead /senior or supervisory experience is preferred. Previous experience in an outdoor recreation, motorized recreation, or motorized trails planning setting is strongly preferred.

**Licensing and Certification:** Applicants must possess a valid Nevada Class C driver's license at time of appointment. Grants Management Specialist Certification or ability to achieve certification within two (2) years of employment is strongly preferred.

INTERESTED APPLICANTS should send their letter of interest and resume by way of e-mail to Sue Baker, Vice Chair, at [Sue.Baker@clarkcountynv.gov](mailto:Sue.Baker@clarkcountynv.gov). Please submit the forgoing no later than 5:00 p.m. on Monday, August 10, 2015.