

**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR****UNCLASSIFIED JOB ANNOUNCEMENT****Executive Assistant, Department of Business and Industry
Carson City, Nevada**

POSTED FEBURARY 4, 2016 - OPEN UNTIL FILLED

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 Business and Industry.

The Department of Business and Industry is seeking qualified candidates for the position of Executive Assistant. The position provides the highest level of administrative and secretarial support to the Director.

The position will facilitate management processes by acting with authority and as an intermediary on delegated administrative support matters which require independent judgment, initiative, discretion and confidentiality in making determinations on varied problems and situations regarding issues of importance to the Director and the Department.

This position 1) requires an understanding of the complexity of problems and issues which impact the executive's area of responsibility; 2) has frequent personal contacts with the governor's staff, legislators, constitutional officers and representatives of external entities and the media; 3) has a high consequence of error associated with communications, actions and decisions; and 4) requires the knowledge, skills and abilities required to assist the highest level executives 5) Must have customer service skills to work with constituents (at times highly frustrated) to help resolve their issues. While some duties assigned to positions may seem similar to those of positions in the Administrative Assistant series in State Service, there are significant differences in the scope of responsibility, consequence of actions and decisions, and in the personal contacts typical of positions at this level.

APPROXIMATE ANNUAL SALARY:

Salary up to \$56,828* (*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 benefits package 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 deferred compensation plans are available.

REPRESENTATIVE DUTIES

- Provide executive assistance in resolving administrative questions and issues not requiring the personal attention of the Director.
- Read and properly screen incoming correspondence and reports; make preliminary assessment of the importance of materials based on instructions from the Director, Deputy Directors, B&I Agencies, Consumer Affairs Unit, and the predetermined, priorities of the Department.
- Receive and screen incoming calls and visitors; evaluate requests and inquiries; determine which are priority matters and alert the Director(s) accordingly; make decisions to contact the Director at off-site locations in critical situations; make referrals to appropriate administrative staff, and/or Agency Heads or provide requested information as appropriate.
- Maintain current knowledge of issues, problems, situations and activities of special interest to the Director's Office.
- Coordinate and facilitate the Director and Deputy Director's calendar to schedule appointments and engagements; arrange conferences, meetings and hearings for commissions, boards, or other bodies.
- Be highly competent in proofreading and editing documents prepared for the Director's signature; advanced writing skills are essential, ensure work product quality and quantity control by reviewing documents, reports, forms, records, or other materials for content, completeness or accuracy; ensure proper grammar, punctuation, spelling and usage as well as appropriate distribution and archiving.
- Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities; explain established regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals and potential ramifications in order to inform, update or advise departmental and outside personnel.
- Plan, organize, coordinate and oversee special projects and assignments relative to the organization as requested by the Director.
- Perform various other professional duties as assigned.
- Produce, write and edit the Department's quarterly report to Governor's Office in partnership with the Director, Deputy Directors and Agency Heads.

QUALIFICATIONS/EDUCATION:

Graduation from high school or equivalent education and five years of progressively responsible executive administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and internal and external individuals and groups; the ability to learn and think quickly, a positive attitude and a strong work ethic and a desire to learn about the agency and our constituents. Some knowledge of: Legislative and regulatory process; communication; State laws, regulations, policies and procedures of the State preferred.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL FILLED

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Department of Business and Industry

Attn: Terry Reynolds

1830 E. College Parkway, Suite 100

Carson City NV 89706

treynolds@business.nv.gov In the subject line please reference: **Executive Assistant**

In your cover Letter please indicate how or where you heard about the position.

The State of Nevada is an Equal Opportunity Employer.

Carson City: 1830 College Parkway, Suite 100 Carson City, Nevada 89706 - Telephone (775) 684-2999 - Fax (775) 684-2998

Las Vegas: 555 E. Washington Avenue, Suite 4900 Las Vegas, Nevada 89101 - Telephone (702) 486-2750 - Fax (702) 486-2758