



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

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

**POSITION ANNOUNCEMENT
Open Competitive**

Executive Secretary, Nevada Commission on Off-Highway Vehicles

RECRUITMENT: The Nevada Off-Highway Vehicle Commission (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 a part time employee (.51) full-time equivalent (FTE) unclassified position, hired pursuant to NRS 490.067 and serves at the pleasure of the Commission with pro-rated benefits, including annual and sick leave, insurance, and paid holidays, based on FTE service.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at <http://nvpers.org/>.

A description of the current health and dental benefits provided to all state employees is available at http://pebp.state.nv.us/all_plan_benefits.htm. Other optional benefits are also available, including a deferred compensation program.

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: Attendance at OHV meetings outside of normal working hours and at other locations may be required.

POSITION LOCATION: Carson City, Nevada.

SALARY RANGE: \$20.27 to \$29.97/hour depending on education and experience. The incumbent will work approximately 20.5 hours per week. There is flexibility in choosing a work schedule, but requires consistent hours once selected, as well as ensuring the needs of the Commission are being met.

POSITION SUMMARY:

This is mid-level to senior level professional position under the direction of the Commission, as well as operational supervision and guidance of the Office of Grant Procurement, Coordination and Management. This position performs routine to complex administrative, organizational, and financial related work in support of the Commission. Position will serve as primary, day-to-day contact for OHV related information and will administer a complex grant and financial assistance award program. The Executive Assistant will report to the Chair of the Commission with daily operational supervision from the Administrator of the Office of Grant Procurement, Coordination and Management.

Ability to:

- Analyze and understand statutes, regulations, financial documents and contracts; communicate effectively both orally and in writing;
- Multi-task and prioritize work, with careful attention to detail;
- Participate in cross-departmental projects, using tact, diplomacy, and collaborative methods;
- Excellent verbal and written communication skills; with track record of communicating detailed information to others;

- Ensure compliance with open-meeting laws, legislative and executive guidelines and requirements for agenda preparation, meeting minutes, and operational activities to the Commission.
- Plan, organize and perform complex administrative, operational, budgetary or other work for the Commission.
- Review and analyze alternatives and makes recommendations regarding matters such as Commission operations, Commission policies, processes and procedures, budget development and administration, public outreach, grants management and administration, legal and regulatory implications and compliance.
- Assist 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. Represents the Commission in meetings with representatives of other governmental, community, business, professional and public agencies and the public.
- Coordinates budget development for the Commission's operations and administers expenditures for the Commission; monitors and controls expenditures against available funds.
- Support and oversee the grant program pursuant to N.R.S. 490, which includes, but is not limited to: 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.
- Oversees and maintains website content and responds to public inquiries and requests for information.
- Makes recommendations for and administers public outreach programs and tools.
- Scheduling meeting rooms, special events, workshops or other activities as directed.
- Performs other duties as assigned.

TO QUALIFY - MANDATORY 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, budgetary, public outreach, and grant funding administration** OR an equivalent combination of education and experience as described above.
- Word Processing Software - Intermediate
- Spreadsheet Software – Intermediate
- Grant Management or Monitoring Experience

Experience in these categories must be identified on Resume to be considered for this position.

Licensing and Certification: Applicants must possess a valid Nevada Class C driver's license at time of appointment. State Grant Management and Contract Management Training required within six-months of employment. Training provided through the State of Nevada for not charge.

RESUMES WILL BE ACCEPTED UNTIL Position is filled. Applications will be reviewed upon receipt.

SUBMIT COVER LETTER AND RESUMES/DIRECT INQUIRIES TO:

Sue Baker, Vice Chair

Nevada Commission on Off-Highway Vehicles

Sue.Baker@clarkcountynv.gov

In subject line please reference: OHV Executive Secretary; also in your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer and does not discriminate on the basis of sex, age, religion, race or disability.

Position appointed by the Nevada Commission on Off-Highway Vehicles, through open-meeting interview and selection.