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STATE OF NEVADA  
**DEPARTMENT OF AGRICULTURE**

405 South 21<sup>st</sup> St.  
Sparks, Nevada 89431-5557  
Telephone (775) 353-3601 Fax (775) 353-3661  
[agri.nv.gov](http://agri.nv.gov)

**UNCLASSIFIED JOB ANNOUNCEMENT**  
**Posted January 28, 2020**

**EXECUTIVE ASSISTANT**  
**NEVADA DEPARTMENT OF AGRICULTURE**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Agriculture (NDA).

**AGENCY RESPONSIBILITIES:**

The NDA's \$230 million budget supports the NDA's mission to preserve, promote and protect Nevada agriculture. The NDA includes five divisions of Administration, Animal Industry, Consumer Equitability, Food and Nutrition and Plant Industry. The NDA employs 150 full time employees in Sparks, Las Vegas and Elko, as well as some additional duty stations throughout the state.

**APPROXIMATE ANNUAL SALARY:**

Up to \$63,340 plus benefits\* (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 paid health, vision, dental, life and disability insurance; 11 paid holidays, paid sick and annual leave, and an excellent state retirement plan. An explanation of the retirement options and information regarding state retirement benefits may be accessed at [www.nvpers.org](http://www.nvpers.org). A description of the current health and dental benefits provided to all state employees is available at [www.pebp.state.nv.us](http://www.pebp.state.nv.us). Other optional benefits are also available, including a deferred compensation program.

**POSITION DESCRIPTION:**

The executive assistant provides the highest level of administrative support to the director of the Nevada Department of Agriculture. Assigned responsibilities include resolving administrative questions and issues on behalf of the director and transmitting and following-up on directives, instructions and assignments from the director to department staff. This position acts as a liaison, representing the director when conferring with division administrators, managers, state, federal and local government officials, board members, industry representatives and the public concerning department program activities and operations. This position acts with authority as an intermediary on delegated administrative support matters requiring independent judgment, initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the

department, often with a high consequence of error. This position coordinates appointments, engagements, meetings and conferences requiring occasional travel around the state to provide on-site administrative support for the director. This position organizes quarterly Board of Agriculture meetings on behalf of the director, including assisting in the preparation of the agenda and materials, taking minutes, and coordinating speakers, public comment, logistics and board travel.

**MINIMUM REQUIREMENTS:**

This position requires a minimum of 5 years of administrative assistant experience at the leadership level or equivalent experience.

**TO QUALIFY:**

Candidates for this position must have:

- Strong organizational, time management and planning skills
- Strong literacy, reasoning and thinking skills
- Clear and effective verbal communication skills to be able to convey accurate and concise information to all audiences
- Strong business writing skills and the ability to synthesize technical or commercial information
- Strong professional ethics and discretion
- Experience in research and evaluation of data and preparation of professional reports and presentations
- Experience managing projects and events
- Experience reviewing and developing policies, procedures, and best practices
- Advanced Microsoft Office computer skills
- Experience with Nevada Open Meeting Law is preferred, but not required
- Experience in updating and maintaining websites and/or web pages is preferred, but not required
- Experience with the State of Nevada NEATS and DAWN is preferred, but not required

**POSITION LOCATION:** Sparks, Nevada.

**RESUMES WILL BE ACCEPTED UNTIL FEBRUARY 24, 2020**

All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five professional references.

**SUBMIT RESUMES/DIRECT INQUIRIES TO:**

Jerri Conrad, Deputy Director  
[jwilliams-conrad@agri.nv.gov](mailto:jwilliams-conrad@agri.nv.gov)

In subject line please reference: Executive Assistant/How you heard about this position

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*

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