

STATE OF NEVADA



**DEPARTMENT OF BUSINESS AND INDUSTRY
OFFICE OF THE DIRECTOR**

UNCLASSIFIED JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT

POSTED: June 4, 2018 – 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 Director of the Department Business and Industry.

The Department of Business and Industry (B & I) 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; 4) requires the knowledge, skills and abilities required to assist the highest level executives; and 5) requires 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 \$59,704 (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:

- Resolve administrative questions and issues not requiring the personal attention of the Director.
- Read and properly screen incoming correspondence and reports; determine 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.
- Develop awareness of issues, problems, situations and activities within each division, and that may be 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.
- Proficiency 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.
- Actively participate in the planning, organizing, coordinating and overseeing of the implementation of special projects and assignments relative to the organization as requested by the Director.
- Prepare, produce, write and edit the Department's quarterly report to Governor's Office in partnership with the Director, Deputy Directors and Agency Heads.
- Ability to assist in preparing presentation materials for the Director using PowerPoint and other related software.
- Perform various other professional duties as assigned.

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, coordinating and conducting 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 is desired as well as the ability 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 is 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 you heard about this position. If you heard about this position through a website, please specify which website.

The State of Nevada is an Equal Opportunity Employer.