



Brian Sandoval
Governor

Barbara Smith Campbell
Chairwoman

Steve Fisher
Interim Executive Director

Silver State Health Insurance Exchange

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exchange.nv.gov

JOB ANNOUNCEMENT: EXECUTIVE ASSISTANT

SPECIAL NOTIFICATIONS: The Silver State Health Insurance Exchange is seeking qualified candidates for the position of Executive Assistant. This is an unclassified position that serves at the pleasure of the Executive Director.

The Executive Assistant provides administrative and project-related support to the Executive Director and other members of the Silver State Health Insurance Exchange management team.

POSITION RESPONSIBILITIES: Under the general direction of the Executive Director, responsibilities include, but are not limited to:

- Provide executive assistance in resolving administrative questions and issues not requiring the personal attention of the Executive Director.
- Act in an administrative liaison capacity to include transmit directives, instructions and assignments and follow up on the status of assignments with agency staff.
- Read and screen incoming correspondence and reports; forward materials to appropriate managers and staff for analysis and reply.
- Receive incoming calls, evaluate requests and inquires, refer or respond to call as appropriate.
- Maintain current knowledge of issues, problems, situations and activities of special interest to the Executive Director.
- Coordinate and facilitate the Executive Director's and managers' calendars; arrange meetings for the Board of Directors or other bodies; make travel, lodging and meeting room arrangements; ensure agendas, minutes, and other pertinent materials are prepared and distributed; take and transcribe meeting minutes.
- Organize and maintain confidential records and files; ensure security for privileged information in accordance with state and federal laws and regulations.
- Compose correspondence and prepare a variety of documents including correspondence, reports and presentations relying on a variety of source material.
- Prepare, proofread and edit a variety of documents and ensure work product quality of documents prepared for the signature of the Executive Director and management staff.
- Maintain agency's website; assist staff in resolving computer and software related problems.
- Respond to inquiries from external entities, exercising discretion in disseminating information; describe programs, functions and activities of the Exchange.
- Conduct research and studies related to operations and procedures; analyze data and confer with managers to develop recommendations; ensure the implementation of new procedures.
- Schedule and coordinate the work activities of various administrative and clerical support staff; oversee and direct activities to ensure efficient and effective operation of the office.

QUALIFICATIONS: Graduation from high school and at least five years of administrative experience supporting someone in an Executive capacity which included overseeing administrative office activities, maintaining complex records and coordinating administrative communications to various managers and work groups; OR an equivalent combination of education and experience.

Excellent interpersonal, verbal and written communication skills. Excellent organizational skills and the ability to complete assignments within tight timeframes. Knowledge of state administrative regulations, policies and open meeting law requirements. Proficiency in the use of Microsoft Word, Excel, Access, and PowerPoint software. Typing speed of at least 65 wpm.

SALARY AND BENEFITS: Salary range is up to \$56,265 (employer/employee paid retirement). Employee benefits include paid annual leave, sick leave, health insurance, and state retirement benefits. Other optional benefits are available, including a deferred compensation package. *Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.5% starting July 1, 2014 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.*

LOCATION/TRAVEL: The position is based in Carson City. Periodic travel in-state and out-of-state may be required.

RESUMES WILL BE ACCEPTED UNTIL: Recruitment needs are satisfied.

SUBMIT COVER LETTER AND RESUME/DIRECT INQUIRIES TO:

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Chief Operations Officer
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