

Las Vegas Office:
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DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3601 Fax (775) 353-3661
Website: <http://www.agri.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT Posted March 1, 2017 EXECUTIVE ASSISTANT NEVADA DEPARTMENT OF AGRICULTURE

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Director, Nevada Department of Agriculture.

MISSION STATEMENT: The Nevada Department of Agriculture promotes a business climate that is fair, economically viable and encourages environmental stewardship that serves to protect food, fiber and human health and safety through effective service and education.

THE POSITION:

Provides administrative support to the Director of the Nevada Department of Agriculture. Provides executive assistance in resolving administrative questions and issues not requiring the personal attention of the Director; acts in an administrative liaison capacity when conferring with division administrators, managers, state, federal, and local government officials and representatives, commissioners and board members, agricultural industry representatives and the public concerning department program activities and operations; transmits and follows up on directives, instructions and assignments to department staff. Has frequent contact with staff in the governor's office, legislature, other state, federal and local department management and the media; and 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.

POSITION LOCATION: Sparks, Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$57,965 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. A description of the current health and dental benefits provided to all state employees is available at www.pebp.state.nv.us. Other optional benefits are also available, including a deferred compensation program.



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TO QUALIFY:

Candidates for this position must have:

- Strong organizational, time management and planning skills
- Experience developing and implementing policies, procedures, and best practices
- Strong literacy, reasoning and problem solving skills
- Clear and effective written and verbal communication skills to be able to convey accurate and concise information to all audiences
- Strong professional ethics and discretion
- Experience in research and evaluation of data and preparation of professional reports on behalf of management, to the Governor's Office, the Legislature, other public entities and the private organizations
- Experience managing projects and events
- Advanced Microsoft Office computer skills
- Experience in updating and maintaining websites and/or web pages
- Experience with the State of Nevada NEATS and Advantage Systems is preferred.

SELECTION PROCESS: Applicant submittals will be reviewed to determine those with the most appropriate qualifications. All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five references. Those individuals will be invited to Sparks for an interview at their own expense. Final selection will be made by the Director, Department of Agriculture.

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Jerri Conrad, Deputy Director
jwilliams-conrad@agri.nv.gov

The State of Nevada is an Equal Opportunity Employer.