

STATE OF NEVADA

BRIAN SANDOVAL
Governor



OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL
EXECUTIVE COORDINATOR-GOVERNOR'S MANSION

Posted: September 8, 2015

Open Until Recruitment Needs Are Satisfied

RECRUITMENT OPEN TO:

This recruitment is open to all qualified applicants. This position is appointed by and serves at the pleasure of the Governor and First Lady.

POSITION DESCRIPTION: This is a full-time, non-classified position that requires a flexible schedule as well as a diverse skill set including, kitchen and special event management, excellent communication/people skills and a high level of organization. Reporting to the Governor's Office and the First Lady, the Executive Coordinator for the Governor's Mansion is responsible for assisting the First Lady and overseeing the management of the executive residence for the First Family.

APPROXIMATE ANNUAL SALARY:

Up to \$53,000 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 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.

POSITION LOCATION: Carson City, Nevada.

JOB DUTIES:

Assist First Lady:

- Manage invitations and requests for the First Lady (i.e. "Invite the First Lady" website, email, US mail and telephone requests);
- Conduct research for First Lady State projects;
- Coordinate with the Governor's staff to obtain talking points for First Lady's remarks;
- Schedule Dignitary Protection Service for First Lady events; and
- Make travel arrangements for the First Lady and First Family, as needed.

Administrative Responsibilities:

- Monitor expenditures and performance measures in managing annual budget for Mansion and Nevada Room (approx. \$300,000 a year);
- Supervise Mansion staff and Department of Corrections Trustees;
- Oversee the screening, interview, hiring and training process for Trustees and ensure all protocols are met;
- Maintain positive communications with state agencies including the Governor's Office, Buildings and Grounds, State Museum, Purchasing, Capitol Police, Dignitary Protection Service and Administrative Services;
- Participate in Friends of the Mansion Board meetings, as requested;
- Follow State policies and procedures; and
- Perform other duties, as assigned.

Operation of Mansion and Nevada Room:

- Responsible for appearance, cleanliness and general condition of Mansion property including Mansion, Nevada Room, apartment, cottage, grounds and all contents therein.
- Schedule cleaning, maintenance, landscaping, and repairs for Mansion property; and
- Maintain inventories for artwork, furniture, equipment, decorations, and household items.

Mansion Tours, Holiday Special Events and Nevada Room Use:

- Supervise scheduling, decorating, and use of Mansion, Nevada Room and grounds;
- Participate in pre-event room checks and planning meetings;
- Maintain event calendar for viewing by Governor's Scheduler and Capitol Police;
- Lead, attend and prepare scripts for tours, as necessary; and
- Plan and implement special events including Nevada Day, Halloween, holidays, and Governor and/or First Lady sponsored dinners and gatherings.

PREFERRED QUALIFICATIONS:

A qualified candidate will: (1) have completed some college or post-secondary coursework, with preference given to candidates who have obtained a bachelor's degree from an accredited 4-year university; (2) demonstrate proficiencies using computer systems/software (i.e. email, internet, Microsoft Office) and office equipment; (3) have familiarity in working within business, government and/or political organizations; and (4) promote a professional, positive, and collegial environment for the First Family and those who visit the Governor's executive residence.

COMPETENCIES:

- Ethics/Integrity: Maintains confidentiality, acts with integrity, and promotes ethical conduct.
- Communication: Shares complete information with immediate staff and senior staff.
- Accountability: Accepts responsibility for quality and timeliness of work.
- Adaptability: Understands political realities and implications; offers additional effort during crisis situations; and accepts changing work conditions.

RESUMES WILL BE ACCEPTED UNTIL RECRUITMENT NEEDS HAVE BEEN MET.

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

SUBMIT RESUMES TO:

Christina Davis at:

cmdavis@gov.nv.gov

Please include your last name and reference **Executive Coordinator** in the subject line.

The State of Nevada is an Equal Opportunity Employer.