



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION

Purchasing Division

515 East Musser Street, Suite 300 | Carson City, Nevada 89701
Phone: (775) 684-0170 | Fax: (775) 684-0188

UNCLASSIFIED JOB ANNOUNCEMENT

General Counsel, State Purchasing

The Department of Administration, Purchasing Division is seeking qualified applicants for the position of General Counsel.

About State Purchasing:

State Purchasing is a division under the Department of Administration responsible for the State's largest procurement and contracting initiatives. The division's procurements are governed by NRS 333, NAC 333, and the State Administrative Manual. For more information on State Purchasing please visit <http://purchasing.nv.gov>.

The Position's Key Areas of Responsibility:

- Provide legal advice to the Administrator and procurement staff
- Review solicitations to ensure adherence to Nevada law and procurement policies
- Work closely with the Attorney General's Office on the negotiation and drafting of contracts
- Draft and revise statutes, regulations, the State Administrative Manual, and the Nevada Procurement Manual
- Answer questions from State agencies regarding contracting and the procurement process
- Manage the supplier protest process
- Review and revise form documents to ensure compliance with Nevada and federal law while ensuring industry best practices

Required Skills:

Must be highly professional, self-motivated and demonstrate an ability to lead by example. Qualified candidates will have experience in contracting and/or procurement law and the ability to work independently with minimal supervision as well as in a team environment. This position will be required to collaborate with other colleagues inside and out of the State. Success in this position requires a deep understanding of procurement and contracting and the ability to translate complex, legal terminology for non-legal stakeholders. Candidates must be available to travel up to 10% of the time.

Minimum Education: Graduation from an accredited four-year college or university and graduation from an accredited law school. Pursuant to NRS 333.105, must be a currently licensed Nevada attorney.

Salary:

Annual Salary reflecting retirement contributions (PERS) by both the employee and the employer is up to \$107,676.00 (\$93,938.00 for employer only contribution). Salary offers are based on a wide array of factors such as a candidate's experience, skills and education.

Benefits:

The State benefits package includes enrollment in the Public Employees Retirement System (www.nvpers.org); a choice of health insurance plans (www.pebp.state.nv.us); eleven paid holidays; and paid annual leave and sick leave, after appropriate waiting periods. Other optional benefits are available including a deferred compensation program.

Position Location:

Carson City, NV

Application Deadline:

Applications will be accepted until recruitment needs are satisfied.

Submit Cover Letter and Resume to:

Jennifer Thomas

State of Nevada, Purchasing Division

Email: j.thomas@admin.nv.gov

In subject line please reference: General Counsel Position

Phone: 775-684-0187

In your cover letter please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Applicants selected for an interview will be asked to provide a writing sample.

The State of Nevada is an Equal Opportunity Employer.