

NEVADA LEGISLATIVE COUNSEL BUREAU

Carson City, Nevada



PUBLICATIONS AND GIFT SHOP MANAGER

The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the position of Publications and Gift Shop Manager.

The Legal Division is a nonpartisan office which is part of the central staff of the Nevada Legislature, which meets biennially beginning on the 1st Monday in February of odd-numbered years for 120 days. The Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including preparing and negotiating contracts, providing legal advice concerning employment and other matters and providing other legal support. The Legal Division is also responsible for preparing and publishing the *Advance Sheets of Nevada Statutes*, the *Statutes of Nevada*, the *Nevada Revised Statutes*, the *Nevada Administrative Code* and other official publications of the Legislature and also produces and distributes the *Official Nevada Law Library*, the searchable and hyperlinked electronic version of the legal publications and other documents.

Position Description: The Manager is responsible for the successful operation of the Legislative Gift Shop and Publications Unit of the Legal Division of the Legislative Counsel Bureau. The manager must provide leadership with a focus on merchandising, sales and customer service. The position includes responsibility for all aspects of the Legislative Gift Shop and Publications Unit, including managing a team of four people who must provide courteous, professional and knowledgeable service to customers who purchase legislative publications and souvenirs of the Nevada Legislature and the State of Nevada. In addition, the Manager must track and ensure proper inventory control, track purchases, attend trade shows, establish and maintain relationships with vendors, oversee in person and online purchases and carry out any other tasks necessary for the successful operation of the Legislative Gift Shop and Publications Unit. The Manager is also responsible for overseeing the marketing, distribution and sales of legal publications produced by the Legal Division and must engage in marketing analysis of the legal publications and engage in activities to strengthen and expand revenues through marketing and sales of those publications. The Manager must also ensure timely and accurate distribution of subscribed and purchased publications. The Manager must learn the content of and tools included with the publications and provide knowledgeable and effective assistance to users of

legal publications, most of whom are attorneys. In addition, the Manager must provide instruction and demonstrations on the use of the *Official Nevada Law Library*, the searchable and hyperlinked electronic version of the legal publications and other official documents.

Qualifications: The successful candidate must have a bachelor's degree from an accredited institution and at least 2 years of relevant experience or training, or an equivalent combination of education and experience which demonstrates the required knowledge, skills and abilities to carry out the essential functions of the job. Experience with management, making presentations, marketing, maintaining inventory and providing customer service is highly desirable. Understanding the legislative process is also desirable.

Knowledge, Skills and Abilities: The applicant must have:

1. Exceptional interpersonal skills, including the ability to train and motivate others and to maintain positive customer relations
2. Strong and effective communication skills, both verbally and in writing
3. Proven leadership skills
4. Ability to evaluate financial and business indicators and prepare budgets
5. Ability to identify and assess problems and propose effective solutions
6. Knowledge of Word and Excel
7. Ability to track and maintain inventory
8. Professional demeanor and presentation skills
9. Excellent command of the English language including spelling, grammar and vocabulary
10. Exceptional attention to detail
11. Effective time management skills
12. Ability to work independently
13. Excellent judgment
14. Ability to maintain confidentiality of documents and communications
15. Ability to suggest, accept and adapt to changes in the work environment

Salary and Benefits: The annual salary range for this position is \$48,337-\$71,806. Employees also receive state retirement and health benefits. 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, vision and dental benefits available to all employees may be accessed at www.pebp.state.nv.us/index.htm. Other optional benefits are available, including a deferred compensation program.

Location: This position is located in the Legislative Building in Carson City, Nevada, which is approximately 20 minutes from Lake Tahoe, 20 minutes from Reno and 3 1/2 hours from San Francisco by car. The Legislative Building shares grounds with the State Capitol Building and the Supreme Court Building, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City sits at the base of the beautiful Sierra Nevada mountain range which offers world class skiing and golfing

as well as hiking, biking, river rafting and various other outdoor activities and cultural events, not to mention an average of over 265 days of sunshine each year.

Duration: The position is a full-time position with a probationary period until July 1, 2019.

Working Conditions This position is located in the Legislative Building in Carson City, Nevada. The work is performed in a typical store/office environment. Some overtime and travel is required during legislative sessions and during certain other periods as necessary to meet the demands of Publications and the Gift Shop.

Application Process: To apply for this position, applicants must submit a completed Legislative Counsel Bureau Employment Application (http://www.leg.state.nv.us/App/CareerOpenings/postings/LCB/LCB_Employment_Application.pdf), a cover letter and a resume by no later than 5:00 p.m. on October 20, 2017.

Applications and other information must be sent by mail or email to:

Judy Wytock, Administrator, Legal Division
Legislative Counsel Bureau
401 S. Carson Street
Carson City, NV 89701-4747
or LGL2017@lcb.state.nv.us

The Legal Division is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, sex, sexual orientation, gender identity or expression, age, political affiliation or disability. The LCB will not tolerate discrimination or harassment based on any of these characteristics.