

STATE OF NEVADA

BRIAN SANDAVOL
Governor



OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL

MANSION ASSISTANT

Posted: September 4, 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. The Mansion Assistant reports to the Mansion's Executive Coordinator to maintain the integrity of the Historic building, plan and execute public events, manage the Nevada Room calendar and respond to the needs of the Governor and First Family.

APPROXIMATE ANNUAL SALARY:

Up to \$43,000 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:

Purchasing Agent Responsibilities:

- Maintain responsible use of Mansion credit accounts in compliance with State Purchasing requirements;
- Manage all purchases pertaining to Governor's Mansion including food for First Family, food and supplies for sponsored events, and supplies for day-to-day operation of Mansion and Nevada Room;
- Receive and account for scheduled deliveries;
- Follow State of Nevada policies and procedures; and
- Perform other duties, as assigned.

Nevada Room Events:

- Field scheduling requests and ensure completion of event paperwork;
- Participate in pre-event room checks and caterer coordination;
- Supervise room set-up and clean-up; and
- Staff events, as needed.

Resident Chef Responsibilities:

- Plan weekly menus for First Family;
- Shop for and prepare meals each day, as dictated by First Family's schedule;
- Create special event menus within budget constraints; and
- Follow all food handling guidelines.

Operation of Mansion and Nevada Room:

- Assist in maintaining cleanliness and appearance of Nevada Room;
- Support repair and maintenance schedules;
- Create schedule and support day-to-day responsibilities for Corrections' Trustees; and
- Facilitate in completing reports and inspections.

PREFERRED QUALIFICATIONS:

A qualified candidate will: (1) have sufficient work experience and/or completed some college or post-secondary coursework; (2) demonstrate proficiencies using computer systems/software (i.e. email, internet, Microsoft Office), kitchen equipment and budgeting/purchasing best-practices; (3) be familiar with residential, facilities and/or event planning operations; 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 **Mansion Assistant** in the subject line.

The State of Nevada is an Equal Opportunity Employer.