

STATE OF NEVADA

BRIAN SANDAVOL
Governor



OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL

MANSION ASSISTANT

Posted: November 13, 2014

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:

The position of Mansion Assistant is a full-time, non-classified position. It 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 will work closely with the Mansion 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 \$35,000.00 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.)

*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

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.

Job Duties:

The Mansion Assistant will be responsible for:

- I. Nevada Room Events / Tours / Special Events:**
 - Field scheduling requests. Manage event paperwork. Organize event files. Keep master calendar.
 - Participate in pre-event room checks.
 - Supervise room set-up and clean-up.
 - Attend events as scheduled.
 - Lead/attend tours as needed.

- II. Operations of Mansion and Nevada Room:**
 - Assist in maintaining overall cleanliness and appearance of property.
 - Assist in inventory control.
 - Support all repair and maintenance schedules.
 - Create and implement Trustee schedule. Oversee day to day duties and responsibilities of Trustees.
 - Record Trustee hours and submit for approval.
 - Assist in facilitation of reports and inspections.

- III. Purchasing Agent Responsibilities:**
 - Maintain responsible use of Mansion credit accounts while following all protocols as set forth by the State Purchasing Department.
 - Manage all purchases pertaining to the Governor's Mansion including but not limited to food for the First Family; food and supplies for State supported events; and all necessary supplies and materials related to the day to day functioning of the Governor's Mansion and Nevada Room.
 - Organize and submit all receipts in a timely manner.

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.

Preferred Qualifications:

A qualified candidate will: (1) have the ability to work a flexible schedule, evenings and weekend work will be required; (2) have experience with Microsoft Outlook and Word; (3) have excellent people skills; (4) have reliable transportation; and (5) promote a professional, positive, and collaborative work environment.

POSITION LOCATION: Carson City, Nevada

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:

Office of Nevada Governor Brian Sandoval

Attn: Kristen Dillard

606 Mountain Street

Carson City, NV 89703

(775) 684-3000

or email to: kdillard@gov.nv.gov

In subject line please reference: **Mansion Assistant**

The State of Nevada is an Equal Opportunity Employer.