

STATE OF NEVADA

STEVE SISOLAK
Governor



KRISTINA L. SWALLOW, P.E., Director

NEVADA DEPARTMENT OF TRANSPORTATION

UNCLASSIFIED JOB ANNOUNCEMENT

Posted – July 25, 2019

NDOT Communications Director

RECRUITMENT OPEN TO:

The Nevada Department of Transportation (NDOT) is seeking an energetic, responsible and highly-motivated individual to serve as Communications Director. This is an open competitive recruitment, open to all qualified applicants. Résumés will be accepted until the position is filled. All résumés will be accepted on a first-come, first-serve basis. Hiring may occur at any time during the recruitment process. This position is appointed by and serves at the pleasure of the Director of the Nevada Department of Transportation.

AGENCY RESPONSIBILITIES:

NDOT is a dynamic agency that is responsible for the planning, construction, operation and maintenance of approximately 5,400 miles of highway and over 1,000 bridges that constitute the state highway system. NDOT is overseen by a seven-member, Governor-appointed Board of Directors.

The NDOT headquarters is located at Carson City, NV. Geographically, NDOT is divided into three (3) districts, each led by a district engineer and assistant district engineers, which are responsible for operations and maintenance activities within their local areas. The three (3) main district offices are situated in Las Vegas, Reno and Elko, with major maintenance stations located in Ely, Tonopah and Winnemucca.

The mission of NDOT is: "Provide, operate and preserve a transportation system that enhances safety, quality of life and economic development through innovation, environmental stewardship and a dedicated workforce." NDOT has the responsibility to accomplish this mission in compliance with public policy and applicable federal regulations.

SALARY AND BENEFITS:

This position is compensated up to \$98,809 on the employer/employee paid retirement. NDOT employees receive an excellent benefits package that includes: health, dental and vision insurance, Public Employees Retirement Plan (PERS), three (3) weeks paid vacation, three (3) weeks sick leave, eleven (11) paid holidays, and are not subject to state, county, city or social security taxes. Outside the office, activities are limitless! From a vibrant arts community, extraordinary natural and historical landmarks, festivals, 24-hour cities and nightlife, to recreational activities for outdoor enthusiasts such as camping, boating, fishing, biking and hiking with stunning mountain scenery and picturesque high desert splendor, Nevada is a destination waiting to be explored with something to offer everyone!

POSITION DESCRIPTION:

Come join our team! We are seeking a full-time Communications Director, who will oversee public relations and communications for the Nevada Department of Transportation (NDOT), based in our headquarters in Carson City, NV. This position reports to the Planning & Performance Deputy Director of NDOT and is appointed and serves at the pleasure of the Director. If you are proactive, articulate, creative, collaborative, confident, and highly-motivated to make a difference, then we look forward to learning more about you!

The Communications Director is considered an advisor to the Director and an influencer and is responsible for managing their sphere of influence, which includes both internal and public perception. Ensuring the quality and accuracy of the Director's message, and those of the Department-at-large, is paramount. Always a teacher, the incumbent must be eager to counsel senior leaders and managers in effective public relations, media relations and public affairs. A successful Communications Director will develop consistent marketing and communication strategies, has keen situational awareness, understands timing and setting, is resilient, quick-thinking and able to swiftly respond to crises and setbacks with appropriate

actions and plan implementation. The ideal candidate is also proficient in various communications technologies, has experience in stakeholder/community engagement and managing media relations and is at ease and comfortable with radio and/or television media interviews. Experience in the public sector is a plus as this position serves as a liaison to the Governor's office, legislature, congressional delegation and local elected officials.

The Communications Director oversees the employee engagement program, public information division, customer service programs, multi-media, and public hearings. The understanding, or ability to quickly understand, of transportation strategy, policy, law, legislation and regulation and the subsequent impact on agreements and relations with federal, state and local government, the general public, and the business community is essential. The ability to articulate, prepare, interpret, understand and/or summarize policy and legislative bills into succinct executive summaries and reports is imperative.

The incumbent will oversee a diversely skilled and talented communications team and plans, develops, coordinates, and implements creative and effective communication strategies and public relations endeavors designed to not only inform, but to also garner public support for transportation projects while promoting a positive public image in conjunction with federal, state and local agency programs. The Communications Director will direct and coordinate the public relations staff in promoting internal and external communications; conceptualize, create, edit and release official memoranda, reports, and correspondence on behalf of the Department; ensure that the information is factual, current and accurate; and prepare talking points, scripts, press releases, fact sheets, speeches and other communications materials.

The Communications Director oversees and manages event logistics such as ribbon cuttings and other special events, and researches and advises on speaking engagements and invitations.

The incumbent develops and administers divisional budgets for areas of responsibility and monitors budget expenses to ensure expenditures are in conformance with state and department policies, regulations and budgetary limits.

Travel to the districts and visiting stakeholders statewide is highly valued. This position requires 15-20% travel, primarily in-state.

NDOT leadership is team-oriented and believes that every individual is vital to the success of the department. As a leader, cultivating this environment is expected and considered key to the health of the agency. Positive contributions and clear and concise communication with team members and senior leadership is necessary.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in business or public administration, economics, political science, public relations, engineering, communications, journalism, law or closely-related field and five (5) years of progressively responsible experience acting as a liaison with one (1) or more of the following groups: legislators; federal, state and local government officials; or public entities, citizen groups, the media and the general public; for the purpose of promoting organizational goals and/or legislative objectives. Two (2) years of the qualifying experience must have been at the supervisory level; OR an equivalent combination of education and experience

TO APPLY:

Please submit a cover letter and detailed résumé that includes a description of employment history to include name and addresses of employers, scope of responsibility, how you learned of the position along with professional references to: Allison Wall, HR Manager, Nevada Department of Transportation awall@dot.nv.gov.

1263 S. Stewart Street, Carson City, Nevada 89712

A criminal history check is required as a condition of employment. Open until recruitment needs are satisfied.

NDOT IS AN EQUAL OPPORTUNITY EMPLOYER.