



STATE OF NEVADA GOVERNOR'S FINANCE OFFICE

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Statewide Coordinator - Nevada Census 2020

Overview of Position: Provides support for the State of Nevada's efforts to ensure everyone is counted in the 2020 Census with Nevada's hard to count communities being of particular focus. Serves as staff to the Statewide Complete Count Committee and its sub-committees. Coordinates with the regional coordinators, local complete count committees, state agencies, statewide organizations (i.e. NACO, NV Library Association, others), and Census Partnership to ensure coordinated and complimentary efforts to promote the Census and motivate Nevada's diverse population to respond to it. The position may include presentations at community groups, and attendance at community events. The position entails 40 hours per week with a weekend and evening schedule flexibility through August 2020.

Location: Las Vegas, Nevada

Salary: \$80,000 (negotiable depending on education and experience)

Representative Duties:

- Staffs the Nevada Complete Count Committee ("Committee") and its sub-committees including developing agendas with staff and the committee chair. Coordinating and/or developing meeting materials and invitations; making meeting arrangements including reserving meeting spaces; recruiting speakers for agenda topics; and following up with materials after meetings.
- Works with the Governor's office, the Lieutenant Governor's office, and state agencies to execute the Committee decisions. Works with Governor's office and the Committee in contacting and recruiting sub-committee members.
- Works with State Demographer, the GIS Consultant, the Media Consultant, and local complete count committees to use the Census Bureau's Response Outreach Area Mapper data to assist the Committee in crafting a statewide message and locate hard to count communities that the Committee has identified.
- Works with regional coordinators, Census partnership specialists, and local complete count committees to monitor local media and social media to identify events and opportunities

for Census promotion. Maintains a statewide calendar of activities and looks at opportunities to have appropriate speakers be present.

- In conjunction with the Committee, the Governor's Finance Office, and the Department of Administration, the position will establish a process for receiving and monitoring Census Promotional Material Grant funds provided to local government and non-profit complete count committees.
- Works with local complete count committees, Census staff, regional coordinators, and non-profit complete count committees to monitor local news media, social media, and other local knowledge of any concerns about the Census' authenticity and/or operational efforts that need to be addressed in a rapid response manner.
- Work with the State Demographer to monitor response rates and keep the complete count committees updated to focus promotional efforts during the period of April 1 to August 1, 2020.
- Works with regional coordinators and others for train-the-trainer / volunteer activities and facilitates distribution of promotional materials.
- Assist in compiling a report on statewide activities and with winding down of operations.
- Other duties as assigned.

Preferred Qualifications: Requires any combination of education and experience equivalent to a bachelor's degree in Planning, History, Geography, Economic Development, Business Administration, Public Administration, or related field and a minimum of four years of professional project management experience.

The successful candidate must be a self-starter with excellent written and verbal communication skills along with superior time management, organizational skills, and attention to detail. Necessary soft skills include maintaining positive, professional interactions with employees, elected officials, and the public; representing the state at internal or external meetings; and taking initiative to achieve results. This position requires evening meetings and occasional weekend meetings. Travel is required as needed. Bilingual proficiency is preferred.

Core competencies (Knowledge, Skills and Abilities):

- Customer Focus - builds and maintains customer satisfaction with the products and services offered by the organization.
- Adaptability & Flexibility - adapts to changing business needs, conditions, and work responsibilities.
- Accountability & Dependability - takes personal responsibility for the quality and timeliness of work and achieves results with little oversight.
- Results Orientation & Initiative - focuses on results and desired outcomes and how best to achieve them.

- Relationship Building - builds constructive working relationships characterized by a high level of acceptance, cooperation and mutual respect.
- Ethics & Integrity - earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Influences others - influences others to be excited and committed to furthering the organization's objectives.
- Solves problems – resolves difficult or complicated challenges.
- Thinks creatively - develops fresh ideas that provide solutions to all types of workplace challenges.
- Consults effectively – partners with clients to identify and resolve complex or sensitive issues.

This position requires travel. Qualified candidates will need to have a valid driver's license and vehicle for use on the job. Mileage will be reimbursed in accordance with GSA. Demonstrated Microsoft Office Suite proficiency is required. The successful candidate will undergo a criminal background, credit check, and DMV driving record check.

To Apply: In order to be considered you must submit a letter of interest and a resume. Please electronically submit a letter of interest and resume to Christina Lopez at lopezc@ltgov.nv.gov. All resumes will be accepted until the position is filled. Hiring may occur at any time during the recruitment process.

The State of Nevada is an Equal Opportunity Employer.