

OFFICE OF NEVADA GOVERNOR, BRIAN SANDOVAL

Press Secretary

Posted: February 11, 2014

Open Until February 24, 2014 or 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.

Position Description:

This position supports the Director of Public Relations & Community Affairs in implementing public relations and communication strategies for the Nevada Governor's Office.

Primary Duties:

The Press Secretary will:

- Distribute electronic news stories on a daily basis;
- Develop and process proclamations issued by the Governor;
- Manage Governor's Office website and social media content;
- Serve as a spokesperson and manage day to day press inquiries;
- Accompany Governor and First Lady as needed for public events;
- Assist in research and fact-gathering for preparing remarks/speeches;
- Draft and archive media advisories, news releases and press statements;
- Coordinate the distribution of Executive Orders and press statements to reach media services in a timely manner;
- Build and foster relationships with state Public Information Officers to communicate the Governor's priorities and to stay informed on important topics impacting Nevada agencies and industries;
- Cultivate relationships with members of the media;
- Follow office policies and state processes (i.e. timesheets, travel claims, etc.); and
- Perform other duties, as assigned.

Competencies:

Communication: Conveys ideas clearly; shares complete/accurate information; and messages effectively in written and verbal communications.

Integrity: Maintains confidentiality; promotes ethical conduct; and is trusted and respected by peers.

Accountability: Accepts personal responsibility for quality and timeliness of work; admits and corrects mistakes; and makes efforts to improve performance.

Adaptability: Understands political realities and implications; puts in extra effort in crisis situations; and accepts changing conditions and work responsibilities.

Approved
January 2013

Preferred Qualifications:

A qualified candidate will: (1) have earned a bachelor's degree from a four-year University, preferably with an emphasis in communications, journalism, public relations, political science, or a related field; (2) be a skilled communications professional with at least **three to five years** of related experience including speaking on the record with reporters; (3) demonstrate familiarity in operating within government and political environments; and (4) produce written, graphic, and web-based communications with ease.

POSITION LOCATION: Carson City, Nevada

RESUMES WILL BE ACCEPTED UNTIL FRIDAY, FEBRUARY 24, 2014 OR 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: Christina Davis
101 North Carson Street
Carson City, NV 89701
(775) 684-5670
or email to: cmdavis@gov.nv.gov
In subject line please reference: **Press Secretary**

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