



Carson City Office:  
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*Buildings & Grounds Section*  
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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***PUBLIC WORKS DIVISION***

Las Vegas Office:  
2300 McLeod Street  
Las Vegas, Nevada 89104-4314  
(702) 486-5115 | Fax (702) 486-5094

*Buildings & Grounds Section*  
2300 McLeod Street  
Las Vegas, Nevada 89104-4314  
(702) 486-4300 | Fax (702) 486-4308

**UNCLASSIFIED JOB ANNOUNCEMENT**

**Project Manager II, Architect, State Public Works Division**  
**May 8, 2019 – UPDATED September 6, 2019**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by and serves at the pleasure of the Administrator and the Deputy Administrator of the State Public Works Division.

**AGENCY RESPONSIBILITIES:**

The responsibility of the State Public Works Division is to provide well planned, efficient, and safe facilities to state agencies, so they can effectively administer their programs.

**APPROXIMATE ANNUAL SALARY:**

Depending on qualifications, up to \$110,211 annually, 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 DESCRIPTION:**

This position is with the Department of Administration, State Public Works Division. It is located in Carson City, Nevada. It is supervised by the Project Manager III. This position entails the following: Develop budgets, select A/E Firms, negotiate and administrate architectural / engineering (A/E) contracts. Participate in the selection of CMAR firms. Prepare, review and approve plans, specifications, estimates and contract documents in accordance with approved budgets. Coordinate and approve bid documents with regulatory and administrative agencies. Administer bidding procedures and bid openings. Administrative and fiscal management of construction contracts, change orders and progress payments. Maintain established project budgets. Plan requirements for furnishings in newly constructed buildings. Provide competent architectural/engineering design services for assigned in-house projects. Other duties as assigned.

**TO QUALIFY:**

Licensure as an Architect or Professional Engineer is required at the time of appointment and as a condition of continuing employment. Any person licensed as an Architect or Professional Engineer in another jurisdiction must become licensed in Nevada within 12 months following the date of appointment. Three years of the experience required for licensure must have included coordinating major construction projects and/or capital improvement programs involving the construction of public buildings, office complexes, and other structures.

**SPECIAL REQUIREMENTS:**

- 1) A pre-employment criminal history background check and fingerprinting are required. Persons offered employment in this position may be required to pay for these items.
- 2) Your resume **MUST INCLUDE:** your professional licenses/certifications. The certificate no. and date issued.

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED**

(All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Agency HR Services

Attn: Gennie Hudson

email to: [agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

or mail to:

400 W. King Street, Suite 406

Carson City, NV 89703

(775) 684-0201

In subject line please reference: Last Name / SPWD PM2, Architect, CC / How you heard about the recruitment

*The State of Nevada is an Equal Opportunity Employer.*