

Brian Sandoval
Governor



James R. Wells, CPA
Director

Gustavo "Gus" Nunñez
Administrator

Carson City Offices:
Public Works Section
515 East Musser Street, Rm. 102
Carson City, Nevada 89701-4263
(775) 684-4141 | Fax (775) 684-4142

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Public Works Division

Las Vegas Offices:
Public Works Section
1830 East Sahara, Ste. 204
Las Vegas, Nevada 89104-3739
(702) 486-5115 | Fax (702) 486-5094

UNCLASSIFIED JOB ANNOUNCEMENT
August 7, 2015

Project Manager III, State Public Works Division

RECRUITMENT OPEN TO:

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

Up to \$107,973.00 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.*)

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 reports to the Deputy Administrator, of Professional Services. This position's duties/responsibilities are: 1. Supervision and Administrative duties. 2. Oversight of Project Management. 3. Plan Overview and Bidding. 4. Create and Maintain a Master Schedule for Active Projects. 5. Coordinate In-House Design Projects. 6. Update Policies and Procedures Manual and Recommend Contract Document Boiler Plate Changes as Needed. 7. Other duties as assigned.

TO QUALIFY:

Licensure as an Architect or as a Professional Engineer and two years of post-licensure experience which involved managing and directing architectural or engineering functions and supervising the work of lower level architects, engineers and paraprofessional staff involved in the design, planning and coordination of construction projects and/or capital improvement programs; OR two years experience as a Project Manager II in Nevada State Service.

POSITION LOCATION: Las Vegas, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED
(21 days from post date)**

(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:

Department of Administration

State Public Works Division

Attn: Chris Chimits

515 E. Musser St. Ste. 102

Carson City, NV 89706

(775) 684-4141

Or email to: cpchimits@admin.nv.gov

In subject line please reference: Project Manager III

The State of Nevada is an Equal Opportunity Employer.