



**Nevada Off-Highway Vehicle
Executive Secretary Position Description
February, 2014**

TITLE:

Nevada Commission on Off-Highway Vehicles Executive Secretary

JOB SUMMARY:

This position performs routine to complex administrative and organizational related work in support of the Nevada Commission on Off-Highway Vehicles' ("Commission") as authorized through N.R.S. 490; serves as primary day-to-day staff for the Commission; reports to the Commission Chair.

EXAMPLES OF DUTIES:

Coordinate, prepare and post agenda of all Commission Meetings to comply with Nevada Open Meeting Law requirements. Mail, fax or e-mail copies of the agenda (and all back-up material) to each Commission Member, and to any person who requests to have agendas mailed to them. Coordinates all meeting room provisions, attends all Commission meetings and set up/take down equipment as required. Records all Commission Meetings on audio tape and retain accordingly. Take all Commission meeting minutes and provides draft recap to Commission Chair within five working days of meeting. Upon approval of minutes distributes accordingly. Follow up on and/or coordinate issues pertaining to Commission with departments, agencies, or citizens as directed by Commission members. Perform customer service functions to include, but not limited to, promptly returning citizen phone calls or emails, answering questions about meeting agendas and schedules. Refer all technical questions to Commission. Plans, organizes and performs complex administrative, operational, budgetary or other work for the Commission. Reviews and analyzes alternatives and makes recommendations regarding such matters as Commission operations, Commission policies, processes and procedures, budget development and administration, grants management and administration, legal and regulatory implications and compliance. Assists in developing and implementing goals, objectives, policies, procedures and standards for Commission operations pursuant to N.R.S. 490. Maintains accurate records and files related to the Commission. Oversees and maintains website content, including all meeting agendas and minutes, and responds to public inquiries and requests for information. Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Minimum five (5) years of full-time professional level executive secretary experience. Previous experience in similar support position with firm understanding of Roberts Rule of Order and/or Nevada Open Meeting Law is strongly preferred.

Licensing and Certification: Specified positions may be required to possess a valid Nevada Class C driver's license at time of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Working Conditions and Schedule: Typical office work. Individuals should be capable of working individually in an office environment. The incumbent will work an average of eight hours per week up to 32 hours per month. There is some flexibility in choosing a work schedule so long as the needs of the Commission are being met.

Attendance at meetings, sometimes outside of normal working hours, is required; the incumbent must drive in a personal motor vehicle to attend meetings. Most meetings are held simultaneously at three key locations: Carson City, Elko, and Las Vegas, of which the secretary must drive to one of those locations. On rare occasions, the secretary may be expected to travel throughout the state of Nevada, including to potentially remote areas, if mandatory attendance at one meeting location is required.

There is no formal office – and thus the work location would be at a private setting of choice, with the exception of the formal meetings.

Physical Requirements: Mobility to work in a typical office setting, use standard office equipment, and be capable of traveling to and from various work sites or other locations in order to attend meetings is required; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone is also required.

Salary: \$28/hour with maximum cap of \$1,000 per month;

TO APPLY:

Please submit a cover letter and resume to Sue Baker, Commissioner, via email to Sue.Baker@ClarkCountyNV.gov Interviews to be scheduled mid-March 2014; position to start April 1, 2014.