

JOE LOMBARDO
Governor

STATE OF NEVADA

J.J. GOICOECHEA, DVM
Director



Las Vegas Office:
2300 East St. Louis Ave.
Las Vegas, NV 89104-4211
(702) 668-4590
Fax (702) 668-4567

Elko Office:
4780 East Idaho Street
Elko, NV 89801-4672
(775) 738-8076
Fax (775) 738-2639

DEPARTMENT OF AGRICULTURE

405 South 21st Street
Sparks, Nevada 89431-5557
Telephone (775) 353-3601 Fax (775) 353-3661
Website: <http://www.agri.nv.gov>

UNCLASSIFIED JOB ANNOUNCEMENT EXECUTIVE ASSISTANT December 11, 2024

RECRUITMENT OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This is a full-time, unclassified position that is appointed by and serves at the pleasure of the Director of the Nevada Department of Agriculture (NDA).

AGENCY RESPONSIBILITIES:

The NDA's mission is to preserve, protect and promote Nevada agriculture. Through its five divisions Administrative Services, Animal Industry, Measurement Standards, Food and Nutrition, and Plant Health and Compliance and 225 dedicated employees, the NDA supports agriculture and food manufacturing industries while also ensuring a safe food supply, protecting, and promoting the livestock industry of the state of Nevada, worker safety through regulatory and administrative practices, and public and environmental health. The NDA also provides oversight for the United States Department of Agriculture's school and community nutrition food distribution programs, ensuring food security for all Nevadans.

POSITION DESCRIPTION:

The Executive Assistant provides the highest level of administrative support to the director of the Nevada Department of Agriculture. Assigned responsibilities include resolving administrative questions and issues on behalf of the director and transmitting and following-up on directives, instructions and assignments from the director to department staff. This position acts as a liaison, representing the director when conferring with division administrators, managers, state, federal and local government officials, board members, industry representatives and the public concerning department program activities and operations. This position acts with authority as an intermediary on delegated administrative support matters requiring independent judgment, initiative and discretion in making determinations on varied problems and situations regarding issues of importance to the department, often with a high consequence of error. This position coordinates appointments, engagements, meetings and conferences requiring occasional travel around the state to provide on-site administrative support for the director. This position organizes quarterly Board of Agriculture meetings on behalf of the director, including assisting in the preparation of the agenda and materials, taking minutes, and coordinating speakers, public comment, logistics and board travel.

MINIMUM REQUIREMENTS:

This position requires a minimum of 5 years of administrative assistant experience at the leadership level or equivalent experience.

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TO QUALIFY:

Candidates for this position must have:

- Strong organizational, time management and planning skills
- Strong literacy, reasoning and thinking skills
- Clear and effective verbal communication skills to be able to convey accurate and concise information to all audiences
- Strong business writing skills and the ability to synthesize technical or commercial information
- Strong professional ethics and discretion
- Experience in research and evaluation of data and preparation of professional reports and presentations
- Experience managing projects and events
- Experience reviewing and developing policies, procedures, and best practices
- Advanced Microsoft Office computer skills
- Experience with Nevada Open Meeting Law is preferred, but not required
- Experience in updating and maintaining websites and/or web pages is preferred, but not required

LOCATION:

Sparks, Nevada.

APPROXIMATE ANNUAL SALARY:

Up to \$79,532 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:

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Department of Administration's Division of Human Resource Management, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

APPLICATION SUBMITTALS WILL BE ACCEPTED UNTIL POSITION IS FILLED

All resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process. All submittals shall include a cover letter, resume, and the name, address, email address, and telephone number for five professional references.

SUBMIT RESUMES/DIRECT INQUIRIES TO:

Elizabeth Smith, Administrative Assistant IV, e.smith@agri.nv.gov

In subject line please reference: Executive Assistant/How you heard about this position.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.