

Joe Lombardo
Governor



Timothy D. Galluzi
State Chief Information Officer

Darla J. Dodge
Deputy CIO / COO

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Deputy CIO / CTO

STATE OF NEVADA
GOVERNOR'S OFFICE
Office of the Chief Information Officer
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UNCLASSIFIED JOB ANNOUNCEMENT
Posted – February 5, 2025

EXECUTIVE ASSISTANT TO THE STATE CHIEF INFORMATION OFFICER
Office of the CIO

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 State Chief Information Officer.

AGENCY RESPONSIBILITIES:

The Office of the CIO is statutorily charged with the coordinated, orderly, and economical processing of information in State Government, to ensure economical use of information systems and to prevent the unnecessary proliferation of equipment and personnel among the various state agencies. In action, the Office of the CIO is responsible for statewide IT Strategy, information security, enterprise level technology platforms and services, as well as direct to agency support services.

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:

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance, 12 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

POSITION DESCRIPTION:

The Executive Assistant will provide high-level administrative support to the State Chief Information Officer (CIO) of Nevada. This position plays a crucial role in ensuring the smooth functioning of the CIO's office and facilitating efficient communication and coordination with internal and external stakeholders. The Executive Assistant will handle a wide range of administrative tasks, maintain confidentiality, exercise sound judgment, and demonstrate exceptional organizational and communication skills.

Key Responsibilities

- Administrative Support:
 - Manage the CIO's calendar, schedule appointments, and coordinate meetings, ensuring all necessary materials are prepared and distributed in a timely manner.
 - Handle travel arrangements, including booking flights, accommodations, and transportation, and prepare detailed itineraries for in-state and out-of-state trips.
 - Screen phone calls, emails, and correspondence, and respond or redirect inquiries as appropriate.
 - Prepare and edit reports, presentations, and other documents for the CIO, ensuring accuracy, clarity, and adherence to organizational standards.
 - Maintain and organize files, records, and documents, both in electronic and physical formats.
 - Draft, review, and distribute internal and external communications, memos, and announcements on behalf of the CIO.
- Stakeholder Management:
 - Serve as the primary point of contact for internal and external stakeholders, including government officials, executives, staff, and vendors for the CIO.
 - Coordinate and facilitate meetings, conferences, and events, both onsite and offsite, including logistics, agenda preparation, and materials distribution.
 - Collaborate with other executive assistants, team members, and leaders to ensure seamless coordination and communication across state agencies.
- Information Management:
 - Conduct research, compile data, and prepare reports, summaries, and presentations as required.
 - Maintain confidentiality and handle sensitive information with discretion and professionalism.
 - Monitor and prioritize incoming communications, highlighting critical issues and ensuring timely responses.
- Project Support:
 - Assist in the planning, execution, and tracking of special projects and initiatives, ensuring deadlines and deliverables are met.
 - Provide support in gathering and analyzing data, preparing progress reports, and monitoring project milestones.

TO QUALIFY:

BS/BA in Business, Management, or other related field; *OR* graduation from high school or equivalent and five years of progressively responsible administrative support experience including administrative support to multiple senior level staff; *OR* an equivalent combination of education and experience. Experience within a governmental, legal, technology, or executive setting is preferred.

POSITION LOCATION:

Carson City, Nevada. Office of the Chief Information Officer, Office of the Governor



TO APPLY:

Please submit a resume, letter of interest, and three professional references to:

Jen Hunt at JenniferHunt@it.nv.gov

In subject line please reference: **Executive Assistant to the CIO**

Questions may be directed to:

Jen Hunt at JenniferHunt@it.nv.gov

APPLICATIONS 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.

The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.