



JOE LOMBARDO
Governor

NEVADA GAMING CONTROL BOARD

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KIRK D. HENDRICK, *Chairman*
HON. GEORGE ASSAD (RET.), *Member*
BRITTNIE WATKINS, *Member*

Information Management Coordinator, Administration Division Nevada Gaming Control Board Carson City, Nevada

Salary up to \$107,082 (Effective July 1, 2023, Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified applicants for the position of Information Management Coordinator in the Administration Division. This is an unclassified, full-time position located in Carson City, Nevada.

Position Description

Under the general direction of the Deputy Chief of the Administration Division, the incumbent manages the Board's Records & Research Section, oversees and/or performs administrative work in planning, coordinating, and directing activities in a records management program for the maintenance, use, retention, and disposition of Board records. The incumbent directs the operation of the Records and Research Section; instructs Board staff as to what materials constitute records; develops procedures for accepting and accessing materials in the records center; supervises the destruction of obsolete records; periodically reviews and updates retention schedules to ensure Board records are retained and disposed of in accordance with legal requirements and Board policy.

Develops policies and procedures to manage Board records and audits the Board's Divisions for compliance. Additional responsibilities include: performing research, preparing correspondence, writing reports, sealing records, and disseminating records, including responding to public records requests and subpoenas in accordance with applicable timeframes while maintaining the privilege and/or confidentiality of certain information. This position is the Board's Custodian of Records, performing related work as required and is responsible, in collaboration with Information Technology, for the successful management of Board records. This position is located in our Carson City Office.

Travel

In-state travel may be required outside of normal business hours.

Recruitment

This is an open, competitive recruitment for all qualified applicants.

Minimum Qualifications

Required qualifications include graduation from an accredited college or university with a Bachelor's Degree in public administration, information management, library science, or closely related field and three years of experience in records management, which includes supervision of support staff. An equivalent combination of education and work experience. Both education and experience can be substituted on a year-for-year basis. Certification as a Records Manager by the Institute of Certified Records Managers is preferred.

Location

This position is located in Carson City.

Salary

The salary for the position is up to \$107,082 which reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

Benefits

Paid medical, dental, vision care, life and disability insurance programs; twelve 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 [Division of Human Resource Management of the Department of Administration](#), the [Nevada Public Employees Benefits Program](#), and the [Public Employees Retirement System of Nevada](#).

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board website at www.gaming.nv.gov. All applicants must submit a cover letter, a resume, and a copy of their college transcripts. In your cover letter, please indicate how you heard about this position. **Only applications submitted through the website will be accepted.** Applications will be accepted until recruitment needs are satisfied.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and do not discriminate based on 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.