



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

AUDIOVISUAL AND PUBLIC HEARINGS MANAGER
CARSON CITY

Position Description

The Legislative Counsel Bureau (LCB) is seeking a qualified candidate for the position of Audiovisual and Public Hearings Manager. This is a full-time, permanent, on-site position that manages the Broadcast and Production Services Unit of the Nevada Legislature, including supervising employees and ensuring efficient and effective delivery of services. Relocation assistance is available for qualified candidates.

The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature. The Broadcast and Production Services (BPS) team broadcasts and records the proceedings of the Nevada Legislature via an internal television network and provides access to the legislative process for the public via internet streaming and remote participation. BPS also provides various services related to police console systems, door entry key card systems, security and life-safety systems, computer network infrastructure and telephone systems, fiber and low-voltage copper systems, and the production, editing, duplication, and storage of various forms of electronic media.

Responsibilities

- Oversee the day-to-day operations of the Broadcast and Production Services department, ensuring efficient and effective delivery of services
- Lead a team of talented professionals, including technicians and supervisors, while providing guidance, mentoring, and performance management
- Manage departmental resources and equipment to optimize efficiency and support
- Ensure public access to legislative hearings and meetings
- Ensure compliance with industry regulations, safety standards, and best practices
- Foster a positive and inclusive work environment, promoting teamwork, professional development, and a culture of innovation and creativity
- Stay updated on technological advancements in relevant industries and recommend investments in equipment and infrastructure upgrades as needed
- Handle any escalated issues or emergencies in a timely and professional manner, maintaining a focus on providing exceptional service to internal and external stakeholders
- Support major organization-wide projects and initiatives both during the legislative session and during the interim period between sessions
- Work closely with other divisions and departments within the Nevada Legislature at both our Carson City and Las Vegas locations

- Participate in 24-hour on-call rotations for Legislative Police Support and/or control room support

Qualifications

- Proven experience (5+ years) in audiovisual technology or broadcast and production services, with a track record of successfully managing teams and delivering high-quality results
- Excellent leadership and managerial skills, with the ability to motivate and inspire a team
- Experience working with vendors in supporting hardware and software platforms and products
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively with stakeholders at all levels
- Strong organizational and problem-solving abilities, with a keen attention to detail
- Ability to thrive in a fast-paced, deadline-driven environment and handle changing priorities

Preferred Candidates will have the following:

- CTS certification and/or a technical degree, advanced computer skills, configuring/troubleshooting experience with hardware including audio-DSP, A/V control, video and audio devices, and USB-based software applications
- Experience with some or all of the following major brands including Crestron, Extron, AMX, Shure, Biamp, Poly, and Lifesize.
- Knowledge/experience with control/automation systems: Crestron, AMX, Extron.
- Knowledge/experience with audio DSPs: QSC, Biamp, Dante, Shure.

Salary and Benefits

The salary for this position is based on a Grade 43, which has an annual salary of approximately \$82,434 - \$124,277 based upon the employee/employer paid retirement option. Actual salary will depend on qualifications and experience. Employees receive the same benefits available to state employees generally, including paid annual leave, paid sick leave, health insurance and retirement benefits.

An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at: <https://pebp.state.nv.us/plans/plan-documents/>. Other optional benefits are available, included a deferred compensation program.

Location

The offices of the LCB are based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in Las Vegas. This position is based in Carson City and travel to Las Vegas may be required.

Carson City is approximately 20 minutes from Lake Tahoe, 30 minutes from Reno, and 4 hours from San Francisco by car. Carson City sits at the base of the beautiful Sierra Nevada range and offers top-notch skiing and golfing as well as hiking, biking, river rafting, and various other outdoor activities and cultural events. Carson City is known for its green open spaces, clean air,

beautiful mountain and valley views, moderate climate, and no traffic congestion. With four distinct seasons, the recreational possibilities are endless.

Working Environment

This position requires work in a fast-paced, demanding environment and requires total customer satisfaction. The LCB follows a legislative cycle comprising 120 days of session that occurs every two years, and the period between sessions called the “interim.” During the interim, extended hours of overtime may be expected for preparation of the next session. During Session, extended hours of (paid) overtime are required, and a flexible schedule is required to allow the LCB to provide high customer service to the Nevada Legislature both after hours and on some weekends. Travel may be required at times between Carson City and Las Vegas.

Application Process

To apply, please submit your resume, a brief cover letter detailing your experience, and a [LCB Application](#) via email to LCBHR-employment@lcb.state.nv.us, or mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, NV 89701-4747

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information (GINA), or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us in order to request reasonable accommodations to enable participation in the hiring process. Applicants will not be disqualified from consideration based upon requests for reasonable accommodations.

(Revised 1/31/2024)