



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION**

AUDIOVISUAL AND PUBLIC HEARINGS SUPERVISOR III

Carson City, Nevada

Salary up to \$108,221* (employee/employer paid retirement plan)

The Audiovisual and Public Hearings (AVPH) Unit of Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Audiovisual and Public Hearings Supervisor III within the Administrative Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The AVPH Unit broadcasts and records the proceedings of the Nevada Legislature via an internal television network and provides access to the legislative process for the public through internet streaming and remote participation, and performs various other services to support the LCB. This is an unclassified full-time position located in Carson City, Nevada.

Position Description: Under the general supervision of the Audiovisual and Public Hearings Manager, the Audiovisual and Public Hearings Supervisor III will work closely with staff and is integral to maintaining high standards of broadcast quality and operational efficiency, ensuring the seamless operation of legislative broadcasts and recordings and supporting the legislative process through reliable technical support. Responsibilities of the Audiovisual and Public Hearings Supervisor III may include, without limitation:

- Supervising staff of the AVPH Unit, including a team of technicians and supervisors, while providing guidance, mentorship and performance management;
- Administering equipment repair service program by reviewing complaints or reports of problems and scheduling action, repairing equipment by determining malfunctions, testing, identifying operator error or adjustments needed, preparing reports on services, materials and supplies and maintaining files of completed repairs and service;
- Maintaining equipment according to manufacturer's maintenance schedule, overhauling, cleaning and lubricating equipment and installing improved components and software;
- Providing technical support to staff and users and assisting users with software applications, connectivity and system problems;
- Ordering and processing new equipment by reviewing needs, analyzing manufacturer's specifications, recommending purchases, inspecting items for defects, testing and operating new equipment and engraving identification numbers;
- Ordering and installing new audio and video equipment systems by determining specifications necessary to meet needs, designing systems, recommending purchases,

* Effective July 1, 2024, the salary range for this position will increase by 11%.

determining conduits available for installation, ordering parts and equipment, installing cables and connectors, installing new or updated software, building and securing mounts, brackets and supports, installing security devices and placing, securing, connecting, testing and soldering equipment;

- Maintaining tools and parts inventory, including determining need for tools and replacement parts, ordering replacement parts and tools and handling and storing chemicals properly;
- Creating, maintaining and troubleshooting connections between a wide variety of electronic media equipment such as overhead projectors, Smartboards, cameras, speaker systems/sound equipment, microphones, video conferencing units and peripheral equipment including networked and stand-alone computers;
- Training personnel on proper equipment use, cleaning and maintenance;
- Providing thorough in-person and remote training for temporary employees during biennial legislative sessions;
- Fostering a positive and inclusive work environment, promoting teamwork, professional development and a culture of innovation and creativity;
- Handling escalated issues or emergencies in a timely and professional manner, in consultation with the Audiovisual and Public Hearings Manager;
- Managing personnel issues as they arise and providing positive and constructive feedback to staff, in consultation with the Audiovisual and Public Hearings Manager;
- Working closely with the Office Manager and the Audiovisual and Public Hearings Manager to coordinate personnel and technical needs for meetings;
- Staffing meetings with AVPH employees; and
- Performing other duties as assigned.

Minimum Qualifications: The Audiovisual and Public Hearings Supervisor III will be selected based on special preference to the candidate's training, experience and aptitude in the field of broadcasting and production. A qualified candidate must have: (1) a high school diploma/GED or an equivalent combination of education and experience; (2) at least 3 years of experience in audiovisual technology or broadcast and production services; and (3) at least 2 years of experience in leadership or managerial experience. A bachelor's or associate's degree is strongly preferred. Certified Technology Specialist certification or a technical degree is preferred.

The ideal candidate will have:

- A proven track record of successfully supervising teams and delivering high-quality results;
- Excellent leadership and supervisory 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;
- The ability to thrive in a fast-paced, deadline-driven environment and handle changing priorities;

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- Advanced computer skills with experience in configuring/troubleshooting hardware, including audio-DSP, A/V control, video and audio devices and USB-based software applications; and
- Experience with some or all of the following: Crestron, Extron, Q-SYS, Shure, ROSS Video Systems, Polycom, Sliq, DANTE and EMS.

Salary: The annual salary for this position is based on a Grade 40, which has a salary range of \$72,119 to \$108,221* under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a fast-paced, demanding office environment and requires total customer satisfaction. Significant overtime is required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature, which may include on-call, after hours, weekend and holiday work. Occasional travel may be required between Carson City and Las Vegas, Nevada. Such travel may be outside normal business hours.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter, and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

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

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The successful candidate must undergo a background check.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of 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, 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 to request reasonable

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accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

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