



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
GENERAL SERVICES SUPERVISOR**

The Legislative Counsel Bureau (LCB) is seeking qualified candidates for the full-time position of General Services Supervisor to work at our Las Vegas campus. The LCB is a nonpartisan agency that provides professional, technical, and administrative support to the Nevada Legislature.

Position Description: The successful applicant will be responsible for providing the management of daily operations within our General Services Unit. The General Services Unit provides services in the areas of purchasing, receiving, mail processing, storage, delivery, record keeping, office and furniture moves, office supplies, inventory, and the receipt and distribution of bills and publications. This position will report directly to the General Services Manager.

Duties & Responsibilities:

- Develop and manage the budget for the unit.
- Plan, organize, and direct all tasks related to the daily operation of the unit to ensure an efficient, timely, accurate and safe operation.
- Provide leadership and mentoring to staff; train, supervise, develop, and evaluate staff performance.
- Prepare, review, and award bids and quotes for goods and services.
- Effectively manage personnel and resolve issues or conflicts.
- Purchase a wide variety of property, equipment, services, parts and supplies up to established monetary limits and designated purchasing authority; determine best price and availability of items; issue and modify purchase orders via an open-term contract or informal quote.
- Maintain and monitor a digital recordkeeping system related to inventory purchases in accordance with purchasing-related State statutes and regulations and departmental policies and procedures.
- Identify inconsistencies or problems to expedite orders; contact vendors to resolve problems and arrange for delivery and return of items.
- Operate postage meters and other mail equipment to process letters, flats and packages; weigh letters and packages and affix proper postage.
- Process certified, registered, insured, and Federal Express mail; ensure information is obtained for proper mailing; record addressee, sender and date information; complete appropriate mail slips for patrons; initiate tracing of letters and packages for items not received; and sign for incoming certified, registered, insured and express mail.
- Safely operate equipment such as forklift, pallet jack and dolly to receive, move, rotate and issue parts, supplies, equipment and materials.
- Dispose of obsolete and excess items by inspecting property to determine item's condition for use, transfer or sale and contacting the appropriate authority for disposition.
- Plan effectively for future projects and needs of our facilities.
- Follow safe working practices.

Qualifications: Applicants must possess a high school diploma or equivalent education and have at least two years of supervisory experience. The successful candidate will be able to effectively prioritize tasks, communicate verbally and in writing, establish and maintain successful working relationships, resolve problems, train and supervise staff members, track and organize records through computer databases and/or spreadsheets, and perform with a high level of professionalism under deadlines and during critical projects. A valid driver's license is required at the time of hire and is a condition of continuing employment. Previous purchasing experience negotiating with vendors for the purchase of desired quality, warranty, price and delivery date of goods and services is preferred.

Salary and Benefits: The annual starting salary is based on a Grade 32, which has a salary range of \$51,072.48 to \$75,376.80 based upon the employee/employer paid retirement option. Actual starting salary will be based on experience. Employees receive the same benefits available to State employees generally, which includes 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/>. Other optional benefits are available, including 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 Las Vegas.

Working Environment: The working environment may include: dirt, pollen, insects, inclement weather, moving equipment, noise from equipment and temperature extremes. The person in this position must be able to lift up to 65 pounds, climb ladders, walk, stand, crouch, grab, hold, push, pull, bend, use arms above the head, use equipment, power and hand tools, computers and various office machines. Overtime is required, especially during peak times of the year in preparation for and during the Legislative Session.

Application Process: Applicants must submit an [LCB Employment Application](#). A letter of interest and résumé are welcome, but not required.

Applications will be accepted on a first-come, first-served basis and will continue to be accepted until all available positions are filled. Therefore, applicants are encouraged to submit their applications early. Hiring may occur at any time during the recruitment process. Applications may be emailed to LCBHR-employment@lcb.state.nv.us, or may instead be mailed to:

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

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), 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 11/6/2023)