

STEVE SISOLAK
GOVERNOR



STATE OF NEVADA
OFFICE OF GOVERNOR STEVE SISOLAK
One Hundred One North Carson Street
Carson City, Nevada 89701

NON-CLASSIFIED POSITION ANNOUNCEMENT

Position Title: Governor's Mansion Assistant

Position Status: Full-time

Salary Range: \$43,000 - \$50,000 employer/employee

Location: Carson City, NV

Position Summary/Scope of Work: Seeking professional, highly organized, and energetic individual who has the capacity to support the overall operations of the Nevada Governor's Mansion and Nevada Room event facility including cooking for large and small groups and event planning. The Mansion assistant position reports directly to the Executive Coordinator of the Governor's Mansion. The duties of this position include:

- Supporting the first Family's day-to-day occupancy of the executive residence;
- Planning weekly menus and preparing daily meals for the Governor and family;
- Planning menus and cooking for meetings and events, including high end food prep and service;
- Managing purchases pertaining to the Governor's Mansion including food for First Family, food and supplies for sponsored events, and supplies for day-to-day operation of Mansion, while maintaining responsible use of Mansion credit accounts in compliance with State Purchasing requirements;
- Assisting in event planning, fielding scheduling requests, caterer coordination and associated paperwork;
- Overseeing event set-up and clean-up and staffing events as scheduled;
- Assisting in the overall cleanliness and appearance of the Mansion, Nevada Room, and grounds, while helping to oversee and support the day-to-day responsibilities of Corrections' Trustees;
- Willingness to work a varying schedule with some weekends and holidays.

Preferred Experience: Applicants preferably have experience cooking and serving in a professional setting, event planning and implementation.

Skills Required:

- Exceptional verbal and written communication skills
- Ability to maintain discretion and confidential information
- Computer literate with a working knowledge of Microsoft suite
- Strong attention to detail and organizational skills
- Professional attitude
- Strong cooking skills
- Flexibility and ability to multi-task

Benefits Include:

Medical, dental, vision care, life and disability insurance programs are available; eleven 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 Medicare deduction is required. 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.

The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of 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.

To Apply:

Interested applicants must submit their cover letter, resume and a list of professional references to: Kristen Dillard – kdillard@gov.nv.gov. Applicants will be considered until recruitment needs are satisfied.