



State of Nevada

Invites you to apply for

Rural Communities Specialist



THE STATE OF NEVADA

MISSION STATEMENT:

The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

Nevada is recognized for its world-class destinations, its innovative and business-friendly economic environment, its quality of life, and its efficiently and effectively run state government.

VISION STATEMENT:

Governing with transparency and fiscal responsibility; working with local government, non-profit and industry partners; delivering dependable services to citizens and visitors; and creating opportunities for Nevadans to lead safe, healthy, prosperous, and productive lives.

“OUR CAPACITY TO ACHIEVE GREAT DEEDS WILL NEVER BE IN QUESTION, BECAUSE WE WILL FOLLOW THE NEVADA WAY – NEVER GIVE UP, NEVER GIVE IN, AND NEVER STOP DREAMING.”



Governor Joe Lombardo
STATE OF THE STATE ADDRESS

The State of Nevada, encompassing over 110,000 square miles, is a land of vast natural beauty, economic diversity, and cultural vibrancy. Known as the “Silver State” for its historic mining legacy, Nevada today is equally recognized for its dynamic cities, rugged outdoor landscapes, and spirit of independence. Anchored by metropolitan hubs like Las Vegas and Reno, Nevada also offers a rich tapestry of rural communities, tribal lands, and open desert that reflect its deep Western roots.

Home to more than 3.2 million residents, Nevada is one of the fastest-growing states in the nation. The state features no personal income tax, a favorable business climate, and year-round recreational opportunities—from world-class entertainment and dining to hiking, skiing, and stargazing beneath some of the clearest night skies in the U.S.

With over 300 days of sunshine annually in many regions, Nevada’s climate ranges from the dry heat of the Mojave Desert to the four-season beauty of the Sierra Nevada. The state is also home to Lake Tahoe, Great Basin National Park, Red Rock Canyon, and more than 800,000 acres of state park land.

Nevada balances innovation and tradition, offering a high quality of life, a growing emphasis on sustainability and technology, and a commitment to preserving the natural and cultural richness that makes the state truly one of a kind.



Nevada Department of Transportation

MISSION STATEMENT:

Provide, operate, and preserve a reliable and sustainable transportation system that enhances safety, quality of life and economic development through innovation and collaboration.

VISION STATEMENT:

Lead Nevada in providing safe, reliable, and accessible transportation choices for all.

The Rural Communities Specialist is a high-level position that engages in continual dialogue and relationship-building with rural Nevada community leaders, residents and other key stakeholders on transportation needs and initiatives. The Rural Communities Specialist will: track legislation/ordinances and public meeting agenda items, serve as a liaison with and resource for elected officials in rural areas, and streamline communications regarding legislative priorities. The position will support NDOT's public policy efforts by monitoring various government meetings, coordinating community and government relations in non-urbanized areas, tracking emerging local and state government activity affecting NDOT, and researching and analyzing public policy issues.

UNIT SECTIONS:

Communications Division

THE IDEAL CANDIDATE



*Join a team where your impact
will matter from day one.*

WHAT WE'RE LOOKING FOR:

NDOT seeks a Rural Communities Specialist to develop and maintain strong relationships with stakeholders in non-urbanized communities. The incumbent will excel at tracking issues, responding to constituents/stakeholders, working with other divisions and articulating NDOT's goals and planning efforts.

KEY QUALITIES & COMPETENCIES:

- Detail-oriented
- Excellent writing skills
- Exceptional public speaking ability
- Proficient at Microsoft Office
- Ability to track legislation/ordinances
- Ability to travel frequently within the state
- Ability to analyze legislation

WHAT YOU'LL BE DOING:

The Rural Communities Specialist will communicate and coordinate with rural government agencies and quasi-government agencies on transportation projects and initiatives to ensure timely follow through and response, coordinate with planning outreach efforts and events related to NDOT's public affairs and Communications Division efforts; develop and maintain key department reports and documents; develop presentations for various interest groups regarding issues; provide rural government feedback/comments to management; analyze and evaluate data, reports, and other relevant organizational documentation; provide recommendations on community and government relations initiatives of NDOT and how those issues relate to Department policies and positions. The incumbent will also represent, and present on behalf of, NDOT at rural government meetings and related gatherings. The Rural Communities Specialist will coordinate with divisions of NDOT as needed to address comments from constituents and elected officials in non-urbanized areas. This position involves public speaking and may interact with media. The Rural Communities Specialist position involves travel within the State of Nevada by vehicle and air.

QUALIFICATIONS:

A bachelor's degree in Communications, Government Administration, Political Science, Planning or a related field. A minimum of four years of relevant experience in government or community relations. Knowledge of local and state government processes. Equivalent relevant work experience may substitute for formal education.

SALARY:

Annual salary per Employee/Employer
Pay: \$100,209/yr.

LOCATION:

Carson City w/ travel to rural communities

STATE BENEFITS

The State of Nevada offers a wide array of benefits to employees, including:

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
 - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
 - Additional benefits for long-term employees
- CBA



The State of Nevada is an equal opportunity employer dedicated to building diverse, inclusive, and innovative work environments with employees who reflect our communities and enthusiastically serve them. All applicants are considered without regard to 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.



APPLICATION & SELECTION PROCESS

Applications will be accepted on a first-come, first-serve basis and will continue to be accepted 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. Interested applicants should submit their cover letter, resume, and a list of three professional references to:

Joe Harrington
Communications Director
Nevada Department of Transportation
jharrington@dot.nv.gov

In your cover letter please indicate how you heard about this position. If you heard about this position through a website, please specify which website.

Thank you!

