



STATE OF NEVADA
DEPARTMENT OF WILDLIFE

6980 Sierra Center Parkway, Suite 120
Reno, Nevada 89511
Phone (775) 688-1500 • Fax (775) 688-1595

ALAN JENNE
Director

JORDAN GOSHERT
Deputy Director

MICHAEL SCOTT
Deputy Director

Executive Assistant, Director's Office

Full-Time Non-Exempt Unclassified Position

Posted: 06/06/2023

Annual Salary: Up to \$63,973*

**Salary is based on Employer/Employee Paid Retirement. Employer-Paid Retirement is available with a reduced annual salary.*

Recruitment Open To: Open to all qualified persons

Position Location: Reno, Nevada (with moderate statewide travel)

Recruitment Close Date: Until Position Has Been Filled

Benefits: Paid medical, dental, and vision care; life and disability insurance; 11 paid holidays; 3 weeks each of annual and sick leave; State retirement system; and an optional tax deferred compensation plan. State employees do not contribute to Social Security but must contribute to Medicare.

The Executive Assistant provides administrative support to the Director in the overall administration and management of the Nevada Department of Wildlife which consists of approximately 274 permanent positions statewide with regional offices located in Reno, Elko, and Las Vegas. This position also serves as secretarial support and is the Recording Secretary to the nine-member Nevada Board of Wildlife Commissioners (NBWC). In accordance with the State of Nevada's Open Meeting Laws, this position prepares NBWC meeting agendas for distribution; attends in person seven to nine two-day Commission meetings in various locations statewide that are held on Friday and Saturday as the Recording Secretary, from the NBWC meetings prepares minutes and a list of assignments that the Commission assigns the Department. The position is the Department's point of contact for County Advisory Board to Manage Wildlife Members (CABMW) members and maintains the CABMW directory and listserv. Makes complex meeting and travel arrangements for the Director in-state and out-of-state, and prepares the Director's travel claims.

During Nevada's biennial legislative session this position helps track the Department's legislation and uses Outlook to maintain the Director's legislative meeting dates and contacts. This position is a liaison between two Deputy Directors and seven Division Administrators ensuring effective communication between Administrators and the Director; and ensures the Director is informed when meetings are requested by staff. The Director is involved in wildlife conservation associations and activities on both a state and national level, and this position must obtain a working knowledge of the various state, federal, and non-governmental organizations that the Director works with and assist with preparations to attend those external meetings. Administrative support to the Director includes proofreading, writing, and formal letter formatting as well as electronic file management. This position is also required to coordinate and facilitate the Director's calendar to schedule appointments and engagements using Outlook; participate in weekly staff meetings, conveying assignments to Division Administrators based on the Director's instructions, with follow-up on assignments.

Qualifications:

Graduation from high school or equivalent education and five years of administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and work groups; **OR**, an equivalent combination of related education and experience.

Note: All interview related expenses are the responsibility of the applicant. No stipend is available for moving expenses for candidates not currently in Nevada State service. Letters of Interests and Resumes will be accepted until the position is filled and will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

Submit Resume and Letter of Interest to:

Kristin Bowling, Personnel Officer

Department of Wildlife - Human Resources
6980 Sierra Center Parkway, Suite 120
Reno, NV 89511
E-Mail: klbowling@ndow.org Telephone: 775-688-1522

State of Nevada is an Equal Opportunity Employer