

STATE OF NEVADA

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COLORADO RIVER COMMISSION
OF NEVADA

Unclassified Position

Office Manager

Las Vegas

RECRUITMENT OPEN TO: The Colorado River Commission of Nevada (Commission) is seeking qualified applicants for the position of Office Manager. This is an unclassified, full-time position open to all qualified applicants and the hiring may occur during the recruitment process. This position reports to the Executive Director of the Colorado River Commission of Nevada.

AGENCY RESPONSIBILITIES: The Commission receives and holds in trust water and hydropower allocations for the benefit of the State of Nevada and the agency's customers that are in southern Nevada. Additionally, the Commission owns, operates, and maintains significant electrical and communications infrastructure and jointly staffs an entity to purchase power for members of a joint action entity.

RECRUITMENT: Open to all qualified candidates, vacancy located in Las Vegas, Nevada.

POSITION DESCRIPTION: The Commission is seeking a qualified individual who is committed to public service and able to successfully supervise others, complete individual tasks, and work well with others from diverse professional backgrounds. The Office Manager performs, coordinates, and oversees a broad range of clerical, secretarial and administrative work for the agency. The Office Manager is expected to be versed in Microsoft Office applications. The successful candidate will be expected to perform additional job-related duties and may be required to develop additional specific job-related knowledge and skills.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND ABILITIES: **Education and Experience:** Bachelor's degree from an accredited college or university with some management experience or some post high school education with at least five years' experience in managing an office is preferred. Candidates with some years of experience working for an agency of the State of Nevada and is familiar with the State systems and processes will also be considered.

APPROXIMATE GROSS SALARY: Starting salary depends on education, experience, knowledge, and abilities of a candidate to fulfill the needs of the position. Candidates with less experience may be considered with a lower starting salary with the opportunity for increases over time as the candidate grows in the position. The salary range for this position is:

Employee/Employer Paid PERS ¹	\$55,000 to \$74,648
Employer Paid PERS	\$45,000 to \$64,982

DEADLINE: Applications will be accepted until the position is filled.

Submit a cover letter and résumé to:

Gina Lee Goodman

Executive Assistant Manger

Colorado River Commission of Nevada

555 E. Washington Avenue, Suite 3100

Las Vegas, NV 89101

E-mails submissions will be accepted and should be sent to:

ggoodman@crc.nv.gov

Note to Applicant: In your letter of interest please indicate how you heard about the position. If you heard about this position through a website, please specify which website.

Posted: August 11, 2022

¹ PERS – Public Employees' Retirement System of Nevada