



State of Nevada

Invites you to apply for

Public Information Officer



THE STATE OF NEVADA

MISSION

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

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.



The Nevada State Contractors Board (NSCB)

MISSION STATEMENT:

The Nevada State Contractors Board (NSCB) is committed to ensuring the integrity and professionalism of the construction industry in Nevada. The NSCB has the responsibility to promote quality construction by Nevada licensed contractors through a regulatory licensing system designed to protect the health, safety and welfare of the public.

VISION STATEMENT:

The Nevada State Contractors Board (NSCB) is committed to ensuring the integrity and professionalism of the construction industry in Nevada. The NSCB has the responsibility to promote quality construction by Nevada licensed contractors through a regulatory licensing system designed to protect the health, safety and welfare of the public.

The Nevada State Contractors Board (NSCB) is seeking a full-time Public Information Officer and requests all interested and qualified individuals to apply. The position reports to the Executive Officer of the NSCB.

Under the general supervision of the Executive Officer, the PIO leads the Nevada State Contractors Board's communications, public information, education, and public relations efforts. This position develops and maintains messaging that promotes public protection and a positive public image; prepares news releases, fact sheets, and other materials; manages social media and website content; writes speeches; and organizes public events and outreach activities. The position represents the NSCB at community, social, and business events and directs a comprehensive communications program to keep the public and licensed contractors informed of the agency's activities and objectives.

The NSCB is committed to ensuring the integrity and professionalism of the construction industry in Nevada, and has the responsibility to promote quality construction by Nevada licensed contractors through regulatory licensing system designed to protect the health, safety and welfare of the public. This is an At-Will position.

UNIT SECTIONS:

NA

THE IDEAL CANDIDATE



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

WHAT WE'RE LOOKING FOR:

Bachelor's Degree (BA/BS) preferably in journalism, communications, public relations or related-field from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

WHAT YOU'LL BE DOING:

Plan, organize, and manage the NSCB's public information and outreach program, including media relations, publications, community engagement, and agency messaging. Write, edit, and coordinate press releases, media advisories, industry bulletins, articles, brochures, presentations, talking points, and other public-facing materials.

Serve as the agency's media spokesperson and liaison, including responding to media inquiries, coordinating and conducting interviews, initiating proactive media outreach, monitoring media coverage, and maintaining relationships with media representatives throughout Northern and Southern Nevada. Work with agency leadership and Board members to ensure public communications are accurate, consistent, and timely.

Manage content for the agency website and social media platforms, ensuring information is current, appropriate, user-friendly, and ADA compliant. Maintain an annual calendar of media activities, outreach efforts, and press releases.

Prepare reports, presentations, speeches, talking points, and other materials for Board meetings, special events, and community or industry outreach. Conduct public presentations and appearances to promote awareness of NSCB programs, services, and consumer protections.

Establish and maintain relationships with community, industry, employee, and public interest groups. Work with agency staff to identify trends, public concerns, and outreach opportunities, and collect information needed to support media and public information activities.

Provide employees with guidance and training on media relations and communication protocols. Perform other duties as assigned.

QUALIFICATIONS:

Must possess a valid Nevada Driver's license with insurable driving record.

Must be able to travel as required throughout the state and successfully perform the essential functions of this job.

KEY QUALITIES & COMPETENCIES:

Knowledge of public information, media relations, communication methods, and professional written and verbal communication.

Skill in writing, editing, proofreading, prioritizing assignments, meeting deadlines, and communicating effectively with diverse audiences.

Ability to research and verify information; interpret complex materials; manage multiple priorities; deliver presentations; maintain effective relationships with the media, public, and agency partners; and remain professional in high-profile or stressful situations.

Must be able to work flexible hours, including weekends, holidays, call-outs, and overtime as required.

SALARY:

\$72,187 to \$108,275, to be determined based on experience

LOCATION:

Las Vegas, Nevada

STATE BENEFITS

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

- No Nevada State income tax
- Medical, dental, vision, 401 and 457 pension plans. The NSCB is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program. Additional benefits information will be provided during the interview process.



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:

Interested persons may submit their resume to recruit8@nscb.state.nv.us

If you require a reasonable accommodation for the application process, please contact
Crystal Caywood

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!

