

Job Opportunity
Nevada State Contractors Board
Public Information Specialist

The Nevada State Contractors Board (NSCB) is seeking a full-time Public Information Specialist and requests all interested and qualified person to apply.

The position is based in the Southern Nevada office and is responsible for promoting the public relations program throughout the State of Nevada. Successful candidate will prepare, maintain and evaluate the Board's information, education, and public relations/marketing program. Write speeches, prepare presentations and organizes events to publicize projects and create interest. This position represents the Nevada State Contractors Board during community projects and in public, social and business gatherings. This position has the responsibility to develop, organize, and direct a comprehensive communications program to inform the public and licensed contractors of the activities and objections of the NSCB.

Duties and Responsibilities May Include, But Are Not Limited To:

- Respond to requests for information from statewide media or direct request to appropriate spokesperson or information source and disseminates information to media representatives and other interested persons through appropriate channels.
- Develop public relation strategies that will influence public opinion or promote ideas and services.
- Participates in the development, design and writing and distribution of informational materials on various platforms.
- May also participate in the design writing and production of graphics, commercials, and videos related to public information.
- Establishes and maintains cooperative relationships with representatives of community, employee and other public interest groups.
- Participates in writing, developing, editing and maintaining website content.
- Provides a variety of administrative support, including researching information, producing reports, coordinating activities and providing information directly to the public.
- Prepares speeches, reports, and presentation materials.
- Travel may be required.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Media production, communication, and dissemination techniques and methods as applied to government agencies.
- Structure and content of language including the meaning and spelling of words, rules of composition and grammar.
- Administrative and clerical procedures and systems such as word processing, managing files and records, designing publications, and other office procedures and terminology.
- Familiarity with laws, legal codes, precedents, government regulations, executive orders, and agency rules.
- Excellent verbal and written communication and presentation skills.
- Leverage all forms of media to produce and distribute messaging priorities.
- Work effectively with a variety of audiences and enhance customer service and public protection initiatives.
- Planning of presentations and events.

Education and Experience

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.

SALARY

Position salary range: \$50,130 to \$72,405

Benefit package includes Medical, Dental, Vision, 401(a) and 457(b) pension plans. The Nevada State Contractors Board does not participate in PERS or PEBP.

Interested persons may submit their resume to recruit2@nscb.state.nv.us