

**Job Opportunity**  
**Nevada State Contractors Board**  
**Public Information Specialist**

Recruitment open until filled

Office Hours: 7:00 a.m. – 4:00 p.m. Monday - Friday

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 reports to NSCB's Executive Officer, and is based in the Southern Nevada office.

The Public Information Specialist engages in promoting or creating professional and technical information associated with the Nevada State Contractors Board public information and education program on a statewide basis. This position utilizes various communication media resources. The Public Information Specialist selects or writes favorable public material and may prepare and arrange displays and make presentations.

**Duties and Responsibilities**

- Responds 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.
- Studies the objectives, promotional policies and needs of the organization to 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 material such as press releases, articles, brochures, newsletters, public service agreements, presentations, and similar material for dissemination through all major means of communication. 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 to keep the public informed. Assists with performing website editorial activities including gathering and researching information that enhances the value of the website. May seek out content users to gather feedback for website improvements and enhancements.
- Provides a variety of administrative support, including researching information, producing reports, coordinating activities and providing information directly to the public.
- Maintains and records customer service licensing and investigations survey questionnaires.
- 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 with a minimum of two (2) years of course work in Journalism, English, Communications, Public Information or a similar field; or two (2) to four (4) years of experience in public relations, communication or journalism, or an equivalent combination of education training and experience.

### **SALARY**

Position salary range: \$46,350 to \$66,950

The Nevada State Contractors Board does not participate in PERS or PEBP.

**Interested persons may submit their resume to: Margi Grein, Executive Officer at:  
[mgrein@nscb.state.nv.us](mailto:mgrein@nscb.state.nv.us)**