



**NEVADA LEGISLATIVE COUNSEL BUREAU
RESEARCH DIVISION
RESEARCH DIRECTOR**

The Legislative Counsel Bureau of the State of Nevada (LCB) is seeking qualified applicants for the position of Director of the Research Division of the LCB. The LCB is the central agency that provides nonpartisan services to the Nevada Legislature, which meets every other year (biennially) for a 120-day session to adopt a two-year budget and to enact new laws or revise existing laws, and occasionally for brief special sessions. The Research Division provides general information, policy research, a library, and other services to the Legislature. The Research Division includes Policy Analysts who provide nonpartisan research and a Constituent Services Unit dedicated to answering questions from and providing other assistance to constituents on behalf of the Legislature. The Research Division assists the standing and special committees of the Legislature during and between legislative sessions by providing informative and accurate research as well as administrative and secretarial assistance. The staff of the Research Division also write speeches and bill testimony for legislators and perform other tasks as needed. The Research Division also provides research to the other Divisions of the LCB and prepares various publications summarizing important policy matters and compiling research to benefit the general public.

Position Description: The position of Research Director is a senior management position appointed by the Director of the LCB with the approval of the Legislative Commission. The Research Director oversees all aspects of the work of the Research Division, including the day to day activities and long-term planning for the Division. The Research Director is a hands-on manager who personally performs the work and tasks of the Division under the supervision of the Director of the LCB, and who also coordinates the work of the staff of the Division and acts as the liaison for the Division with the Legislature and the rest of the LCB.

Qualifications: A master's degree, law degree or other advanced degree from an accredited college or university or equivalent experience is required. Applicants must possess excellent leadership skills that have been demonstrated through a progressively responsible career path. Significant experience performing public policy analysis and research and working with elected officials is preferred. The ideal candidate should have significant managerial experience, preferably overseeing an office, agency or other entity that includes professional and administrative staff.

Knowledge, Skills and Abilities: The Research Director must be an effective leader capable of working under pressure and managing a staff subject to tight deadlines and sometimes long

working hours. The Research Director must have exceptional written and oral communication skills and be comfortable with public speaking. The Research Director must be able to produce a significant quantity of high-quality work and inspire others to do the same. The Research Director must be able to work effectively and efficiently in a political environment while remaining politically neutral. The Research Director must also be customer-service oriented and be able to anticipate the needs of both the Legislature and the LCB.

Location: The offices of the LCB are mostly based in Carson City, Nevada, within and adjacent to the Legislative Building. In addition, the LCB maintains offices in Las Vegas. The Legislative Building is approximately 20 minutes from Lake Tahoe, 20 minutes from Reno, and 3.5 hours from San Francisco. The Legislative Building shares grounds with the State Capitol Building and the Supreme Court Building, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City sits at the base of the beautiful Sierra Nevada mountain range and offers world class skiing and golfing as well as hiking, biking, and various other outdoor activities and cultural events, not to mention an estimated average of over 265 days of sunshine each year!

Salary and Benefits: The annual salary for this position is \$152,966, based upon the employee/employer paid retirement option. Employees receive the same benefits available to state employees generally, which includes paid annual leave, paid sick leave, health insurance and retirement benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at <https://pebp.state.nv.us/>. Other optional benefits are available, including a deferred compensation program.

Working Environment: The position is performed in a typical office environment. Significant overtime may be required during legislative sessions and other times as necessary to meet the demands of the LCB. This position may require occasional overnight in-state and out-of-state travel.

Application Process: All applicants must submit an LCB Employment Application, a cover letter and résumé. The LCB application is located at:
<https://www.leg.state.nv.us/lcb/Admin/EmploymentOpportunities/research-division>

This recruitment is open until the position is filled. Applicants are encouraged to submit materials as soon as possible as screening, interviewing and selection will begin immediately. Applications may be submitted via email to LCBHR@lcb.state.nv.us, or may be mailed to:

Legislative Counsel Bureau
Attn: Heidi Remick, Chief Human Resources Counsel
401 S. Carson Street
Carson City, NV 89701-4747

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