



# State of Nevada

*Invites you to apply for*

**Executive Assistant for the Department of Business and Industry, Office of the Director.**





# THE STATE OF NEVADA

## MISSION STATEMENT:

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 STATEMENT:

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.



Please list the name of your department

## MISSION STATEMENT:

*Our objective is to encourage and promote the development and growth of business and to ensure the legal operation of business in order to protect consumers by maintaining a fair and competitive regulatory environment.*

## VISION STATEMENT:

*We are focused on providing leadership, regulation and support to foster an innovative, vibrant and resilient business climate that empowers business owners, protects consumers and workers, and strengthens communities statewide.*

The Department of Business and Industry, Director's Office manages a number of programs and initiatives to address the needs of small businesses and consumers including small business advocacy, bond programs, access to capital, constituent services and fraud prevention and education.

### UNIT SECTIONS:

The Department of Business & Industry - Director's Office Programs:

Office of Boards, Commissions and Councils Standards

Office of Business, Finance and Planning

Nevada Consumer Affairs

Ombudsman of Consumer Affairs for Minorities



# THE IDEAL CANDIDATE



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

## WHAT WE'RE LOOKING FOR:

The State of Nevada, Department of Business and Industry is seeking qualified applicants for the position of Executive Assistant. This is a competitive recruitment, open to all qualified persons. This is an unclassified position that serves at the pleasure of the Director of Business and Industry.

## WHAT YOU'LL BE DOING:

This position is responsible for and requires an understanding of complex problems and issues impacting the executive's area of responsibility. Involves frequent contact with the Governor's staff, legislators, constitutional officers, representatives of external entities, and the media. Carries a high consequence of error in communications, actions, and decisions. Requires the knowledge, skills, and abilities to assist the highest-level executives. Requires strong customer service skills to work with constituents and help resolve their issues.

## QUALIFICATIONS:

Graduation from high school or equivalent education and five years of progressively responsible executive administrative support experience that includes: Overseeing administrative office activities, maintaining complex records, coordinating and conducting written and oral communications with managers, internal teams, and external stakeholders, ability to learn quickly, maintain a positive attitude, and demonstrate a strong work ethic., ability to understand the agency's mission and constituents. Preferred, knowledge of the legislative and regulatory process., knowledge of State laws, regulations, policies and procedures

## KEY QUALITIES & COMPETENCIES:

While some duties may appear similar to those in the State's Administrative Assistant series, this role has significantly broader scope, higher consequences of decisions, and more complex personal contacts. This position will:

- Resolve administrative questions and issues not requiring the Director's personal attention.
- Read and screen incoming correspondence and reports; determine priority based on instructions from the Director, Deputy Directors, B&I Agencies, and departmental priorities.
- Receive and screen incoming calls and visitors; assess priority matters and alert the Director; accordingly, contact the Director at off-site locations in critical situations; refer inquiries to appropriate staff or provide requested information as appropriate.
- Maintain awareness of issues, problems, and activities within each division, especially those of interest to the Director's Office.
- Coordinate and manage the calendars of the Director and Deputy Director; schedule appointments, conferences, meetings, travel, and hearings for commissions, boards, and other bodies.
- Proofread and edit documents for the Director's signature; ensure accuracy, proper grammar, punctuation, and formatting; ensure correct distribution and archiving.
- Respond to inquiries from external entities, exercising discretion in releasing information; explain programs, regulations, policies, and legislative proposals; evaluate new regulations or legislative proposals for potential impacts.
- Participate in planning, organizing, coordinating, and overseeing special projects and assignments as requested by the Director or Deputy Director(s).
- Finalize the Department's report to the Governor's Office with the Director and Deputy Director(s).
- Assist in preparing presentation materials using PowerPoint and other software.
- Perform other professional duties as assigned.

## SALARY:

Approximate salary up to \$79,532 plus benefits.

## LOCATION:

Las Vegas



# STATE BENEFITS

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

- Medical, dental, life, and disability insurance coverage
- Twelve paid holidays per year
- Three weeks of annual leave
- Three weeks of sick leave
- Participation in the Public Employees' Retirement System (PERS)
  - Access to a tax-sheltered deferred compensation plan
- No Social Security contributions (Medicare deduction still required)
  - Additional benefits for long-term employees
- CBA



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:

Department of Business and Industry

Attn: Amanda Flocchini

2300 W. Sahara, Suite 770

Las Vegas, NV 89102

[AJFlocchini@business.nv.gov](mailto:AJFlocchini@business.nv.gov)

In the subject line please reference: Executive Assistant

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!

