



JOE LOMBARDO
Governor

NEVADA GAMING CONTROL BOARD

1919 College Parkway, Suite 110, P.O. Box 8003, Carson City, Nevada 89702
7 State of Nevada Way, Las Vegas, Nevada 89119
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028
557 W. Silver Street, Suite 207, Elko, Nevada 89801
9670 Gateway Drive, Reno, Nevada 89521

MIKE DREITZER, *Chairman*
HON. GEORGE ASSAD (RET.), *Member*
CHANDENI K. SENDALL, *Member*

Public Information Officer, Administration Division Nevada Gaming Control Board

Carson City, Las Vegas, or Reno

Salary Range \$70,282 to \$102,692 (Employee/Employer Paid Retirement Plan)

The Nevada Gaming Control Board (Board) is seeking a diverse pool of qualified candidates for the position of Public Information Officer. This is an unclassified, full-time position located in Carson City, Las Vegas, or Reno, Nevada.

The Board and Commission govern Nevada's gaming industry through strict regulation of all persons, locations, practices, associations, and related activities. The Board protects the integrity and stability of the industry through its investigative and licensing practices, enforcement of laws and regulations, and holding gaming licensees to high standards. These practices ensure the proper collection of taxes and fees, which are an essential source of revenue for the State of Nevada.

Position Description: Under the general direction and limited supervision of the Administration Division Deputy Chief, the Public Information Officer will:

- Develop, implement, and manage a comprehensive public relations program.
- Serve as the primary spokesperson for the agency, handling media, and public inquiries of a sensitive or controversial nature.
- Independently execute analytical tasks, implement communication strategies, and manage projects to ensure alignment with public expectations, and organizational goals.
- Draft public statements, presentations, and correspondence.
- Manage the Board's social media presence.
- Coordinate appearances, or public statements from staff members when highly technical information is required.
- Exhibit a high degree of confidence and make decisions independently with limited direction or guidance.
- Exercise sound judgment and act decisively and correctly based on the circumstances at hand.

Travel: In-state travel will be required outside of normal business hours.

Recruitment: This is an open, competitive recruitment for all qualified applicants.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in journalism, English, public or community relations, communications, or a closely related field, is preferred but not required.
- Three years of professional experience in administering or directing a public information program (is recommended), preferable including writing media releases and newsletters, preparing and presenting speeches and multimedia presentations, independent media contact, development of public relations strategies, and journalistic writing.
- Comparable combination of education and experience as described above will also be considered.



JOE LOMBARDO
Governor

NEVADA GAMING CONTROL BOARD

1919 College Parkway, Suite 110, P.O. Box 8003, Carson City, Nevada 89702
7 State of Nevada Way, Las Vegas, Nevada 89119
3650 S. Pointe Circle, Suite 203, P.O. Box 31109, Laughlin, Nevada 89028
557 W. Silver Street, Suite 207, Elko, Nevada 89801
9670 Gateway Drive, Reno, Nevada 89521

MIKE DREITZER, *Chairman*
HON. GEORGE ASSAD (RET.), *Member*
CHANDENI K. SENDALL, *Member*

This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful candidate will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Position Location: This position may be located in Carson City, Las Vegas, or Reno.

Salary: The salary range for this position is approximately \$70,282 to \$102,692 and reflects Public Employees' Retirement System (PERS) contributions by both the employee and the employer. An employer-paid contribution plan is also available with a reduced salary.

Benefits

Paid medical, dental, vision care, life and disability insurance programs; twelve paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the [Division of Human Resource Management of the Department of Administration](#), the [Nevada Public Employees Benefits Program](#), and the [Public Employees Retirement System of Nevada](#).

How to Apply

All applicants who meet the minimum qualifications are invited to apply for this position and may do so by completing an application on the Nevada Gaming Control Board [website](#). In your cover letter, please indicate how you heard about this position. Only applications submitted through the website will be accepted. Applications will be accepted until the recruitment need is satisfied. The recruitment may close at any time.

A background investigation will be conducted to verify the accuracy and completeness of statements made on the application and to obtain information relevant to predicting successful performance as an employee of the Board.

This position requires a pre-employment drug screening.

The Nevada Gaming Control Board and the State of Nevada are committed to Equal Employment Opportunity/Affirmative Action in recruitment of employees and does not discriminate based on 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.