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Executive Director

Unclassified Job Announcement

EXECUTIVE ASSISTANT
Regulatory Operations Staff

The Public Utilities Commission of Nevada (PUCN) is seeking qualified applicants for the position of Executive Assistant for the Regulatory Operations Staff. This is an unclassified full-time non-exempt position within Nevada State Government.

The Positions Key Areas of Responsibility:

- Prioritize, direct, and filter communication between the Regulatory Operations Staff, Operations Analyst (“OA”), Commission staff, other state agencies, and utility representatives while ensuring at all times that this communication is in conformance with the Director of Regulatory Operation’s (“DRO”) established standards.
- Read and screen incoming correspondence and reports; make preliminary assessments of the importance of materials based on the ongoing activities of Staff and based on instructions from the OA.
- Receive and screen incoming calls and visitors to the DRO and the OA; evaluate requests and inquiries; determine which are priority matters and alert the OA accordingly.
- Check the DRO’s and/or OA’s calendars for availability when scheduling appointments and engagements; use best judgement when disseminating information acquired from the DRO’s and OA’s calendars; arrange meetings and conferences as requested; make travel, lodging, teleconference, and meeting room reservations.
- Clearly and concisely communicate, transmit, and follow-up on directives, instructions, and assignments with Commissioners, hearing officers, management, Staff, the general public, company representatives, and outside agencies and organizations.
- Schedule and coordinate the work activities for administrative support staff to facilitate the adherence to and accomplishment of work objectives; serve in a lead capacity to the Administrative Assistants; train and orient staff to agency policies, standards, and procedures; oversee and direct activities to ensure efficient and effective operation of the Regulatory Operations Staff. Provide backup support to Staff AAs in their absence and provide administrative support divisions during AA vacancies. Develop and maintain an understanding of duties requiring attention while acting as backup. Have knowledge of the division’s specific procedures and priorities. Be available to the divisions as a substitute for their AA. Act as the liaison between Staff AAs and: their managers, the DRO/OA, Fiscal, Policy Support, BPS, and the Commission and advocate on their behalf when appropriate.

While using caution and exercising good judgement, privately discuss concerns with the AAs that do not rise to the manager's or OA's level.

- Receive, evaluate, and enter compliance and directive tracking information into Docket Tracker.
- Receive, compile, and review agenda items. Prepare agenda report with the agenda items and send to BPS. Gather briefing memos for distribution to the OA. Prepare the DRO's agenda binder.
- Respond to inquiries from external entities while exercising discretion in disseminating information; describe the functions, processes, and activities of the PUC; explain established regulations, policies, and procedures.
- Forward materials to appropriate managers and staff for analysis, edits, and/or replies; follow-up as required to ensure responses are timely and conform to established standards.
- Compose correspondence and prepare administrative reports, relying on a variety of source material; respond to requests for information regarding programs and activities; provide administrative data; and communicate the activities, views, and commitments of the DRO and OA when appropriate.
- Works with the Systems Operations Manager in producing and updating procedures relating to the videoconferencing equipment; acts as the Systems Operations Manager's backup for videoconferencing and live web streaming agendas. Assist in the operation of and training in video equipment procedures in Hearing Room-A, Hearing Room-B, and the conference room. Provide backup support to the video operators.
- May be expected to perform additional job-related duties and to have or develop additional specific job-related knowledge and skills.

Skills Required:

Must be highly professional in appearance and speech, well-organized, self-motivated, able to maintain a high degree of confidentiality, and possess leadership skills. Must be able to work independently with minimal supervision as well as in a team environment in collaboration with Commissioners, the Executive Director, the Director of Regulatory Operations, the Operations Analyst, Business Process Services, Fiscal, accountants, economists, engineers, legal staff, and auditors; oversee special projects and assignments; and contribute effectively to the accomplishment of the team and agency goals, objectives, and activities. Must be able to direct, mentor and motivate Regulatory Staff's administrative assistants. Must possess skill in effective written and verbal communication; must be able to complete writing assignments collaboratively or as an individual; required skills also include planning, prioritizing and executing timelines without the need for supervision. Must be available for travel (typically up to 10% of the time).

Areas of Special Attention: Detailed knowledge of administrative procedures and executive support is essential to the Executive Assistant. Professionalism and confidentiality are representative in every job task and duty assignment.

Minimum Qualifications:

Five years progressively responsible administrative support experience which includes the maintenance of complex records and the coordination and administration of executive-level written and oral communications. Experience with Microsoft Word, Access, Excel and PowerPoint.

Approx. Annual Salary Up To \$61,495 (Salary reflects retirement (PERS) contributions by both the employee and the employer. An employer paid contribution plan is also available with a reduced gross salary.)

Position Location: The position will be located in Carson City.

Resumes Will Be Accepted Until: Recruitment needs are satisfied.

Submit Cover Letter and Resume / Direct Inquiries To:

Breanne Potter

Public Utilities Commission

Email bpotter@puc.nv.gov

In subject line please reference: **Executive Assistant**

Posted: 7/9/18