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STATE OF NEVADA



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Jan B. Leggett
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Northern Nevada
5390 Kietzke Lane, Suite 102
Reno, NV 89511
(775) 688-1141
Fax (775) 688-1271
Investigations: (775) 688-1150

www.nscb.nv.gov

Southern Nevada
8400 West Sunset Road, Suite 150
Las Vegas, NV 89113
(702) 486-1100
Fax (702) 486-1190
Investigations: (702) 486-1160

STATE CONTRACTORS BOARD

JOB OPPORTUNITY
Nevada State Contractors Board
Public Information Officer
Las Vegas, Nevada

Recruitment open until September 11, 2026
Office Hours 7:00 am – 4:00 pm, Monday – Friday
Las Vegas Office

JOB TITLE: Public Information Officer

The Nevada State Contractors Board (NSCB) is seeking a full-time Public Information Officer and requests all interested and qualified individuals to apply. The position reports to the Executive Officer of the NSCB.

Under the general supervision of the Executive Officer, the PIO leads the Nevada State Contractors Board's communications, public information, education, and public relations efforts. This position develops and maintains messaging that promotes public protection and a positive public image; prepares news releases, fact sheets, and other materials; manages social media and website content; writes speeches; and organizes public events and outreach activities. The position represents the NSCB at community, social, and business events and directs a comprehensive communications program to keep the public and licensed contractors informed of the agency's activities and objectives.

The NSCB is committed to ensuring the integrity and professionalism of the construction industry in Nevada, and has the responsibility to promote quality construction by Nevada licensed contractors through regulatory licensing system designed to protect the health, safety and welfare of the public. This is an At-Will position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, organize and carry out the NSCB's public information program including outreach and publications.
- Plan, write, edit and supervise the layout and production of all media material, including press releases, media advisories, industry bulletins and determine appropriate dissemination of the information through media channels.
- Serve as media spokesperson, determine and coordinate public outreach programs, initiate proactive media outreach, conduct media interviews, coordinate responses to complex and

sensitive media inquiries, conceptualize and write editorial and opinion stories as well as in-depth feature articles on NSCB activities and how consumers can protect themselves as spokesperson and media liaison to disseminate agency-related programs and accomplishments to inform and educate the public.

- Maintains uniform standards and procedures of dissemination of information and ensures public communications are clear, consistent, and accurate.
- Monitors media coverage and responds to media inquiries.
- Manages and maintains messaging on a variety of social media outlets and agency website. Oversee the content published ensuring information is accurate, appropriate, user-friendly, and ADA compliant.
- Prepare, review and edit reports and presentations for board meetings as well as community and industry outreach.
- Prepares talking points for the Executive Officer and other management staff for regular board meetings and special events.
- Prepares annual calendar for press releases and media activity.
- Consults with department officials and Board members in responding to media inquiries and promoting board programs and services.
- Prepares, reviews and edits news conferences, press releases, script, articles, brochures, etc.
- Maintains contact with local media in Southern and Northern Nevada by participating in video-tapes and telephone interviews.
- Establishes and maintains relationships with representatives of community, employee and public interest groups.
- Confers with agency personnel to identify trends and key group interests and public concerns.
- Collects data and reviews materials for media relations use.
- Conducts public appearances, lectures or exhibits in order to increase awareness and to promote goodwill for the agency.
- Speaks to various groups to provide information which may include delivering speeches and presentations.
- Provides training to employees on media and protocol.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

Bachelor's Degree (BA/BS) preferably in journalism, communications, public relations or related-field from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

SKILLS AND ABILITIES

- Departmental programs, policies and functions.
- Media production, communication, and dissemination techniques and methods, including alternative ways to inform via written, oral and visual media.
- Basic principles of communication.
- Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.

Skill in:

- Prioritizing tasks to meet deadlines.

- Reviewing, proofreading, editing and verifying written materials for accuracy and adherence to policies and procedures.
- Communicating effectively, both verbally and in writing to convey information appropriate for the needs of the audience.
- Operating standard office equipment (e.g. computer, calculator, facsimile, copiers, etc.)

Ability to:

- Gather and verify news information through interview, observation and research.
- Establish and maintain effective working relationships with the public, news media and others contacted in the course of the assignment.
- Maintain a professional demeanor during stressful and highly visible situations.
- Work within stringent deadlines to complete projects and assignments.
- Produce written documents in the English language using proper sentence structure, punctuation and grammar.
- Read, comprehend and interpret complex written materials.
- Make presentations to small and large audiences.
- Respond to citizen and media requests in a courteous and effective manner.
- Organize, prioritize and perform multiple tasks.
- Work any hours including weekends, holidays, rotating shifts, call-outs and overtime.
- Communicate orally and in writing with other employees, members of the media, other agencies and the public by telephone, in a one-on-one, face-to-face setting and in a group setting.

CERTIFICATES, LICENSES, REGISTRATION

Must possess a valid Nevada Driver's license with insurable driving record.

PHYSICAL DEMANDS

Must be able to travel as required throughout the state and successfully perform the essential functions of this job.

SALARY AND BENEFITS

Starting annual salary is between \$72,187 to \$108,275, to be determined based on experience. Benefit package includes Medical, Dental, Vision, 401 and 457 pension plans. The NSCB is a quasi-State agency and employees are not participants in the Nevada P.E.R.S. retirement program. Additional benefits information will be provided during the interview process.

HOW TO APPLY

Interested persons may submit their resume to recruit8@nscb.state.nv.us If you require a reasonable accommodation for the application process, please contact Crystal Caywood at (702) 486-1136. The NSCB is an equal opportunity employer.