



# State of Nevada

*Invites you to apply for*

## Government Contracts Advisor



# THE STATE OF NEVADA

## MISSION STATEMENT:

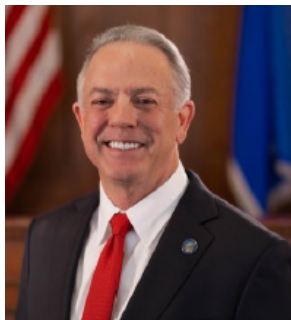
The Nevada Way: Empowering the executive branch to provide solution-oriented customer service to residents, businesses, and visitors so

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.

## MISSION STATEMENT:

*High-quality jobs for Nevadans.*

## VISION STATEMENT:

*A vibrant, innovative, and sustainable economy.*

The Nevada APEX Accelerator team helps businesses, especially small businesses, looking to compete on public sector procurement opportunities and that are seeking to diversify sources of revenue, create jobs, retain jobs, and help the Nevada economy by winning, being awarded, and executing under government-related contracts and/or subcontracts.

## UNIT SECTIONS:

Nevada APEX Accelerator

# THE IDEAL CANDIDATE



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

## WHAT WE'RE LOOKING FOR:

The Governor's Office of Economic Development (GOED) seeks an experienced professional to be a Government Contracts Advisor with our Nevada APEX Accelerator team in the Carson City office.

## WHAT YOU'LL BE DOING:

This customer service-oriented team member will educate Nevada businesses about lucrative contract opportunities with federal, state, and local government entities, and their prime contractors. You will adhere to professional protocol, policy and guidance in a highly audited government environment both internally and externally; maintain working knowledge of federal, state and local procurement/contracting laws, regulations, rules, and processes; counsel and assist clients with appropriate electronic system registrations (e.g., SAM, etc.), certifications, marketing suggestions for government contracting and/or subcontracting, solicitation analysis, proposal reviews, contract and/or subcontract issues; develop long-term professional relationships with federal, state and local government contracting personnel, especially for guest speaker requests for a variety of Nevada APEX Accelerator functions; identify government-related contracting and/or subcontracting opportunities for for-profit businesses that become formal Nevada APEX Accelerator clients, especially small businesses looking to compete for and win contracts and/or subcontracts, in order to create jobs, retain jobs, and diversify the Nevada economy; promptly record details, with actions taken, of client meetings as well as client inquiries, comments and recommendations for improvement; travel to client sites and events with pre-authorization; plan, organize and present government procurement-related classes via a variety of modes to include in person or virtually; and participate in public relations and networking activities.

## QUALIFICATIONS:

College degree from an accredited university in Business or a related field OR equivalent combination of education, training and procurement related experience; minimum of three (3) years' experience in a government, prime contractor or subcontractor procurement/acquisition environment and/or selling environment (e.g., reviewing solicitations, submitting proposals, etc.) to such entities.

## KEY QUALITIES & COMPETENCIES:

The ideal candidate is required to have knowledge of, and experience with, procurement processes and principles whether from direct government, prime contractor or subcontractor procurement experience, and/or from direct experience submitting proposals to the government, a prime contractor or a subcontractor; knowledge of GSA schedules, SAM registration and small business certifications is preferred; proficiency in the use of software applications (Microsoft Office, Excel, Power Point, Publisher, Outlook and Internet); must be able to communicate clearly and effectively, both orally and in writing; excellent organizational skills, attention to detail, quality work products, proactive follow-through, and ability to prioritize work assignments and manage expectations; and have a valid Nevada Driver's License.

## SALARY:

\$62,974 annually. This position will be full-time, non-classified and exempt.

## LOCATION:

Carson City, NV

# 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



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:

**Michelle Sibley**  
**Director of Human Resources**  
**Governor's Office of Economic Development**  
**808 W. Nye Lane**  
**Carson City, NV 89703**  
**Email: [msibley@goed.nv.gov](mailto:msibley@goed.nv.gov)**  
**Reference: Government Contracts Advisor**

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!

