



JOE LOMBARDO
Governor

STATE OF NEVADA
COMMISSION ON MINERAL RESOURCES
DIVISION OF MINERALS
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<http://minerals.nv.gov/>



Robert Ghiglieri
Administrator

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**UNCLASSIFIED JOB ANNOUNCEMENT
POSTED – SEPTEMBER 11, 2023**

**PROJECT MANAGER, MINERALS
NEVADA DIVISION OF MINERALS**

POSITION OPEN TO:

This is an open competitive recruitment, open to all qualified applicants. This position is appointed by, and serves at the pleasure of, the Division Administrator.

AGENCY RESPONSIBILITIES:

The Division of Minerals mission is to encourage and assist in the responsible exploration for and the production of minerals, oil, gas, and geothermal energy which are economically beneficial to the State, to provide for public safety by identifying, ranking, and securing dangerous conditions at mines that are no longer operating, and collecting and disseminating information on exploration, production, and related topics. The seven-member Commission on Mineral Resources is a public body appointed by the Governor and directs mineral-related policy for the Division and advises the Governor and Legislature on matters relating to mineral resources. The Division focuses its efforts on three main areas: Industry relations and public affairs; regulation of oil, gas, and geothermal drilling activities and well operations; and abandoned mine lands. Further information concerning the Division is available on the website at <http://minerals.nv.gov>.

APPROXIMATE ANNUAL SALARY: Salary range \$75,376 - \$96,125* per year

**Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*

BENEFITS:

Medical, dental, and vision insurance programs are available; paid vacation and sick leave; 11 paid holidays per year; retirement plan (PERS), life and disability insurance program, and tax-sheltered deferred compensation programs are also available. State employees do not contribute to Social Security.

POSITION DESCRIPTION:

The Project Manager’s responsibilities include the following:

1. Provide project management support within the Division’s Abandoned Mine Lands (AML) Program and Fluid Minerals Program.
2. Schedule, coordinate and manage the Division’s participation at industry functions such as conferences, trade shows, meetings, and others. This includes tracking upcoming industry-related

functions, scheduling planning meetings between staff and stakeholders, procuring necessary exhibit space and materials, and assisting with travel reservations.

3. Provide mineral presentations to trade groups, schools, civic organizations, and other venues.
4. Assist with managing and completing other project work, as directed.
5. Attend certain industry and trade events and meetings.
6. Use GIS software to create, modify, and update maps in supportive of the AML, Fluid Minerals, and Education/Outreach programs.
7. Assist both the Chief, AML Program and Fluids Minerals Program Manager in fieldwork for AML related activities and performing well inspections and witnessing of drilling operations.
8. Research, track, and report internally on the exploration for and production of minerals, oil & natural gas, geothermal and dissolved mineral resources. This may be conducted by various means, including monitoring public reporting sources and networking within respective industries.
9. Other duties as directed by the Administrator.

The position will require fieldwork, the ability to hike over rough and uneven terrain carrying supplies of 40 pounds or more, and extensive statewide and overnight travel.

TO QUALIFY:

The position requires a minimum:

- A four-year degree from an accredited, non-correspondence college or university in the earth sciences (geology, geological engineering, mining engineering, geography, hydrology, or related fields)
- At least three (3) years of relevant experience.
- A valid US driver's license is required.
- This position is subject to a pre-employment drug test.
- Work experience in the mining, oil/gas or geothermal industry will be considered advantageous, as well as practical experience with remote sensing data and drones.
- Proficiency with ArcGIS and Microsoft Office software is necessary.

POSITION LOCATION: Carson City, Nevada

LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.

SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:

Nevada Division of Minerals

Attn: Rebecca Tims

400 W. King St., #106

Carson City, NV 89703

or email to: rtims@minerals.nv.gov

In subject line please reference: **Project Manager**

The State of Nevada is an equal opportunity/affirmative action employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, political affiliation, or disability, as outlined in the State Affirmative Action Plan.