



Clark County Department of Environment and Sustainability

BACKGROUND:

The Clark County Department of Environment and Sustainability (DES) is seeking a qualified applicant for a part-time Management Assistant in the Desert Conservation Program (DCP) division.

DEADLINES AND APPLYING:

Please submit a resume to Antonia Yamat at antoniamamat@clarkcountynv.gov and Gina Rossol at gmg@clarkcountynv.gov. Resumes will be accepted now through April 17, 2025, at 5:00 p.m. The most qualified applicants will be invited to interview since the department intends to fill the position as soon as possible. Interested applicants are encouraged to apply as soon as possible.

COMMITMENT:

Selected candidates will be expected to commit up to 20 hours per week for up to one year (1,039 hours maximum). Employment time may be extended in one-year intervals.

OFFICE LOCATION:

4701 W. Russell Road, 2nd floor (Suite #200), Las Vegas, NV 89118.

COMPENSATION:

Compensation is \$18.53–\$25.00 hourly based on position, experience, and qualifications. Part-time employees do not receive benefits.

LICENSING AND CERTIFICATION:

A valid Nevada Class C Driver's License is required at time of employment.

BACKGROUND INVESTIGATION:

Employment is contingent upon successful completion of a background investigation. Background investigations may be conducted periodically after employment.

PRE-EMPLOYMENT DRUG TESTING:

Employment is contingent upon the results of a pre-employment drug examination.

The Ideal Candidate Will Possess the Following Qualifications:

- Exceptional organizational and time management skills.
- Strong effective communication skills.
- Experience engaging with members of the public from all age groups (elementary school students through retirees).
- Ability to present in-person and virtually using a variety of technologies.
- Ability to set up and break down outreach education tables at community events.
- Ability to travel to various locations across the County to participate in outreach and education events.

Physical Demands:

- Mobility to work in a typical office and outdoor setting, use standard office equipment and drive a motor vehicle in order to visit various job sites as needed.
- Strength to lift and maneuver materials and equipment weighing up to 30 pounds with proper equipment.
- May involve significant walking, climbing, stooping, and performing functions in outdoor areas.

Examples of Job Duties:

- Provides assistance with carrying out public education and outreach activities for the Desert Conservation Program.
- Participates in Mojave Max assembly programs and Tortoise Talks to educate students on the Mojave Desert, desert tortoises, and how they can respect, protect, and enjoy our desert.
-The following link provides Mojave Max program information:
 - [Mojave Max Program](#)
- Assists with set up, and take down of assembly and outreach event materials, interacts with students, teachers, and members of the public, coordinates scheduling of events, takes event photos and videos, and posts to social media.
- Attends a variety of community events to interact with and answers questions from the public and to represent the Desert Conservation Program.
- Develops social media content and assists with website updates, as directed.
- Provides assistance to project management staff, as directed.
- Other duties as assigned.