



About the Elko Convention & Visitors Authority and Elko, Nevada



The Elko Convention & Visitors Authority was created by NRS 227 in 1975 as the Elko City-County Civic Auditorium Authority and operates as a municipal corporation of the State of Nevada. The organization is governed by a Board of Directors comprised of a designated liaison from the Elko City Council and Elko County Commission and three (3) elected, at-large community representatives.



A hidden gem in northeastern Nevada, Elko is located nearly half-way between Reno, Nevada and Salt Lake City, Utah. The community offers over 2,200 hotel rooms, several casinos, two golf courses, direct air service to Salt Lake City, Utah and a plethora of opportunities for year-round outdoor recreation.

The area's best kept secret is the Ruby Mountains and Lamoille Canyon. Summer hiking and camping, alpine fishing, wildlife viewing, rock-climbing, cycling, snowmobiling, snowshoeing, and helicopter skiing are a few of the activities available in and around the Ruby Mountains and Lamoille Canyon Scenic Byway.

The Elko Convention & Visitors Authority is the destination management organization (DMO) for the Elko area, is responsible for operating the Elko Convention & Conference Centers and produces two annual events – the Elko Mining Expo and the Festival of Trees. Organization funding comes primarily from Transient Lodging Tax (TLT) from the City of Elko, Ad Valorem tax revenue, State Shared Revenue (sales tax) and facility rental revenues.



The Elko Convention Center was opened in 1979 and offers over 11,000 square feet of flexible meeting and event space which can accommodate up to 500 people. Also in this facility is the Lorena Moren Theater which has a 50' x 45' stage and auditorium seating for 923.

The Elko Conference Center was opened in 2015 and offers 19,000 square feet of space which can be configured to meet the needs of most any event or meeting.

With over ten annual events and activities for all ages and sizes, experience the unexpected and make your next career move in Elko, Nevada!





Position: Executive Director
Employer: Elko Convention and Visitors Authority

Classification: Full Time / Exempt
Reports To: ECVA Board of Directors

POSITION DESCRIPTION:

The Elko Convention and Visitors Authority is seeking candidates for the position of Executive Director. The Executive Director is responsible to the Board for all administrative, financial, marketing and operational activities of the Authority, including the Elko Convention and Conference Centers. With a current annual budget of \$3.3 million USD, the Executive Director sets the organizational strategy and oversees nine (9) personnel responsible for Convention & Conference Center rentals, operations & maintenance; business & leisure marketing; production of the annual Elko Mining Expo and Festival of Trees events; and business administration of the organization. Fiscal year 2022-2023 includes the addition of three personnel, to bring total headcount to thirteen (13).

Administration

- Develop and execute the strategy, goals, objectives and policies of the ECVA in collaboration with the Board of Directors. Report monthly progress and activities to the Board of Directors.
- Represent the ECVA in engagements with the lodging community, City & County staff, Nevada Commission on Tourism, and other local, State and Federal stakeholders. Serve on the NNRDA and RDA boards.
- Serve as the ECVA's Human Resources Administrator, responsible for recruiting and retaining personnel and all functions related thereto.

Financial Operations

- Work closely with Comptroller to prepare & manage annual operating, marketing, facility expansion and capital projects budgets; oversee investment activity and all other financial matters, including the annual financial audit and other reporting as required.
- Review and approve all AP, AR and monthly bank reconciliation records.
- Works closely with Reservations & Catering Coordinator to approve all facility rentals, contracts, invoices and payments.

Leisure & Business Tourism and Facilities Marketing

- Work closely with the Tourism and Convention Manager to develop marketing strategy and annual budget & plan for meeting marketing goals.
- Work with Marketing Committee & Board of Directors to review funding requests for event marketing support. Liaise with organizations seeking support as needed in response to funding requests.
- Work closely with Reservations & Catering Coordinator and Tourism and Convention Manager to develop and execute marketing plan for Convention & Conference Centers to optimize use.

Qualifications

- Bachelor's degree in business, marketing or related field preferred.
- Four years of experience in any combination of tourism, convention sales, marketing, special events, public relations and/or facility management, including leadership/supervisory responsibilities.
- Strong skills in: Critical thinking; written & verbal communication; public speaking; collaboration
- Keen understanding of marketing strategies, governmental operations (including Open Meeting Law) and experience working with a Board of Directors.

Compensation & Benefits

- Salary range is \$90,000 - \$125,000 annually, dependent upon qualifications and experience.
- 100% employer funded contribution of 29.75% to Nevada Public Employees Retirement System (PERS). Minimum five (5) years to vest.
- 100% employer paid medical/dental/vision insurance for employee. Family coverage available at cost to employee.
- The ECVA observes eleven (11) paid holidays. Annual/vacation and Sick leave accruals begin on initial date of hire.

To Apply / For More Information

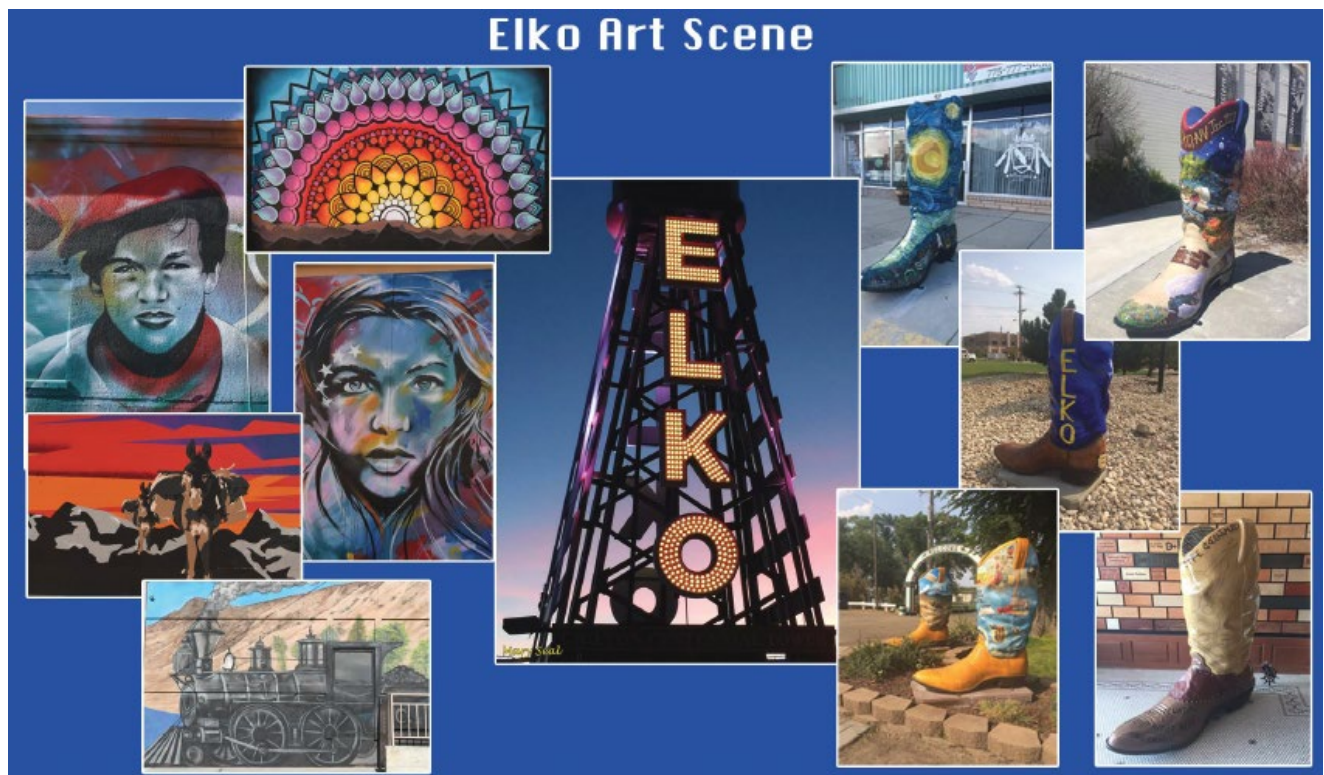
Questions should be directed to DeDe Barker at dede@praysolutions.com or by calling (775) 934-6054.

An application for employment can be found online at www.ExploreElko.com or by emailing dede@praysolutions.com.

Applications must be submitted no later than 5pm PST Monday, May 16, 2022.

Send completed application, cover letter and resume to:

Pray Solutions
ATTN: DeDe Barker
PO Box 641
Elko, NV 89803
dede@praysolutions.com



2022 Executive Director Recruitment – Submit Completed Application by 5pm PST May 16, 2022:

DeDe Barker, Pray & Company, PO Box 641, Elko, NV 89803 / dede@praysolutions.com



**700 Moren Way
Elko, NV 89801
info@elkocva.com
(775) 738-4091**

EMPLOYMENT APPLICATION
An Equal Opportunity Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name _____ **Date** _____

Address _____

City _____ **State** _____ **Zip Code** _____

Email address: _____

Telephone(s) Home () _____ Cell () _____ Work () _____

Position Applied for _____

How did you hear about this position? Advertisement Walk-In Referral (by whom?) _____

Other (explain) _____

If offered employment, when will you be available to begin? _____

What type of employment will you accept? Full-Time Part-Time Temporary

Will you be available for shift work? Yes No

Will you be available to work weekends and/or holidays if necessary? Yes No

Have you been given a job description or had the requirements of the job explained to you?..... Yes No

Do you understand the job requirements? Yes No

Can you perform the essential functions of this job with or without reasonable accommodation? Yes No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age?..... Yes No

After an offer of employment, can you submit verification of your legal right to work in the United States?..... Yes No

List other names, if any, you have used: _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? Yes No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational 1.				
2.				
College/University (Undergraduate) 1.				
2.				
Graduate School				

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LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? Yes No

If so, license expires _____ Class _____ Restrictions (if any) _____

For positions that require typing: I certify that I can type at a speed of _____ WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been convicted of, pled guilty or nolo contendere to, or been granted deferred adjudication for a felony, misdemeanor (excluding juvenile adjudication), or any lesser crime other than a minor traffic infraction? .. Yes No

Do you have any pending court charges that have not been adjudicated?..... Yes No

If you have answered yes to either question, list all such offenses and provide date, name of court, and disposition (if any). You may omit minor traffic violations for which you paid a fine of \$50 or less. Omission of information may be considered cause for disqualification from the employment pre-screening process or result in termination of employment.

Have you ever been disciplined in your employment related to workplace violence? Yes No

If yes, please explain.

Do you presently use illegal drugs?..... Yes No

Have you ever been employed by **the Elko Convention & Visitors Authority**? Yes No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

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Are you related to anyone who is currently employed by **the Elko Convention & Visitors Authority**? Yes No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

EMPLOYMENT HISTORY

Provide information regarding all paid employment (include military employment if duties/assignments relate to the job you are applying for). Volunteer work which may be related to the position for which you are applying should also be provided. Describe your most recent position first; then list other positions in order held. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do **NOT** use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.) Yes No

Present Employer _____ Present Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)

State _____ Zip Code _____

Supervisor's Name/Title _____ Telephone (____)

Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____

Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____

City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)

State _____ Zip Code _____

Supervisor's Name/Title _____ Telephone (____)

Related Duties: _____

Reason for Leaving: _____

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Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone (____) _____
Related Duties: _____

Reason for Leaving: _____

Employer _____ Position _____
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City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone (____) _____
Related Duties: _____

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Employer _____ Position _____
Address _____ From (Mo/Yr) _____ To (Mo/Yr) _____
City _____ Full-Time (30+ hrs/wk) Part-Time (<30 hrs/wk)
State _____ Zip Code _____
Supervisor's Name/Title _____ Telephone (____) _____
Related Duties: _____

Reason for Leaving: _____

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Katie Neddenriep, ECVA Executive Director.

- _____ All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.
- _____ This application is the property of **the Elko Convention & Visitors Authority** and will become part of my personnel file if I am hired.
- _____ I authorize **the Elko Convention & Visitors Authority (the ECVA)** to conduct a comprehensive review of my background which may include verification of employment, educational background, criminal/court history records check; credit report check; military records check; drug test for safety sensitive positions; character references, and other publicly available information deemed to be job related. In addition, if the position for which I am applying requires driving a vehicle, I authorize **the ECVA** to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize **the ECVA** to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.
- _____ In exchange for **the ECVA's** consideration of my employment application, and/or any continued employment with **the ECVA**, I authorize anyone possessing information to furnish it to **the ECVA** upon request, and I release the organizations and all individuals providing the information or acquiring the information, including **the ECVA**, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.
- _____ I further understand this consent will apply during the entire course of my employment with **the ECVA** should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.
- _____ I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with **the ECVA**. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from **the ECVA** constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related drug screening and physical examination upon conditional offer of employment. I understand that **the ECVA** is not requesting genetic information from the drug screening or the physical examination and that the person administering the examination should not provide genetic information to **the ECVA**. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.
- _____ Per NRS 281.060 (2), I opt to exercise my rights by voluntarily attaching a copy of my DD214. NRS 281.060(2) states preference must be given, if qualifications of applicants are equal: a) first, to an honorably discharged military personnel of the United States who is a citizen of Nevada; and b) second, to other citizens of Nevada.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant _____

Date _____