



## GOVERNMENT AFFAIRS ANALYST

**Reports to:** Director of Government Affairs

**Type:** Exempt, full time

### **Specific Duties & Responsibilities:**

- Participate in meetings with government leaders and political candidates to advance the objectives of the Association;
- Provide staff support to the Codes, Community Planning & Infrastructure, Land Use, Legislative and Safety committees and the SNHBA PAC, as well as other committees and task forces, as assigned;
- Attend government and community meetings;
- Monitor agendas of state and local boards, agencies and stakeholder organizations for items impacting the home building industry;
- Draft letters/emails/memos in response to local government or agency policies for public distribution;
- Become familiar with local development processes, regulations, fees and taxes;
- Coordinate efforts to draft and distribute information about the industry to community leaders;
- Performs all other duties as assigned.

### **Skills & Abilities:**

- Good verbal and written communication skills;
- Strong planning and organizational skills;
- Work well under pressure, meet multiple deadlines and evolving priorities;
- Commitment to accuracy and attention to detail;
- Innovative, resourceful and self-motivated;
- Demonstrated leadership, negotiation and coalition-building skills;
- Demonstrated problem-solving and analytical skills;
- Ability to work independently and manage multiple projects simultaneously;
- Strong computer skills, with knowledge and experience of Microsoft Office Suite programs (Word, Excel, Outlook and PowerPoint).

### **Education and/or Experience:**

- Four-year college degree, preferably in government or political science, or equivalent combination of experience and education;
- Experience in home building industry, land entitlement or past employment with a regulatory agency or department preferred;
- Nevada driver's license and reliable transportation required.

### **Salary and Benefits:**

- Generous health and retirement benefits;
- Two-weeks paid vacation;
- Competitive annual salary commensurate with experience.

Please send resume to: [Nat@snhba.com](mailto:Nat@snhba.com). Subject: Government Affairs Analyst

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities for the position, nor are they intended to be a listing of all skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the position, and are a reasonable representation of the job activities.