

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**ASSOCIATE SUPERINTENDENT - FACILITIES**

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Reference Code: A072

Division: Facilities

Classification: Administrator

Terms of Employment: At-Will, Range 47 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position serves as the responsible administrator of the Facilities Division of the Clark County School District. This position is directly responsible to the Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervise staff activities to support the Bond Oversight Committee.
2. Develop, recommend, interpret, and evaluate facilities policies, regulations, procedures, and standards.
3. Provide pertinent information, report progress and needs, and recommend actions concerning the Facilities Division to the Superintendent.
4. Provide facilities information for the Board of School Trustees, central office staff, field staff, parents, and the community; support school staffs in their relations with these same groups.
5. Coordinate the activities of the division with other divisions, schools, and outside agencies, as necessary.
6. Initiate recommendations for staffing needs; provide for the selection, orientation, training, development, and maximum utilization of assigned staff.
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8. Monitor the administration of a capital funds budget; plan and administer an operating budget for the division.
9. Administer demographic research, school planning, land acquisition, school construction, and contract development.
10. Administer building, equipment, and grounds maintenance; physical plant operation; and supplies, and equipment provision.
11. Supervise and evaluate the performance of assigned staff.
12. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Knowledge of design, construction, supervision, and management of large construction projects.
2. Knowledge of maintenance rehabilitation, modernization and operations of large facilities.
3. Ability to assimilate large amounts of information into clear reports and presentations.
4. Ability to assess the needs of a broad range of constituencies and incorporate necessary elements into an operational plan.

**POSITION REQUIREMENTS:**

**Education and Training:**

An earned bachelor's degree from an accredited college or university in a related field.

**Licenses and Certifications:**

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

**Experience:**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years of successful demonstrated supervising large projects.
3. Demonstrated knowledge of goal-setting and performance assessment in a large organization.

4. Demonstrated knowledge of fiscal management, cost controls, accounting procedures, budget development, and supervision.

Preferred Qualifications:

1. Engineering and/or building construction training and licensing.
2. Municipal planning experience.
3. Experience in public sector facility construction, operations, and rehabilitation.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

#### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.