COORDINATOR III – SPECIALIZED HUMAN RESOURCES SERVICES

Reference Code: A879
Division: Human Resources
Classification: Professional-Technical and/or Licensed Administrator
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position performs a variety of administrative duties to include the coordination and implementation of operations and activities related to talent acquisition for identified out-of-district and in-district unified positions, to include assisting with principal and high-level central office applicant processing. This position is responsible for timely completion of multiple special projects including monitoring and communicating the status of projects. This position analyzes licensed and administrative applications for licensure requirements. This position is directly responsible to the Chief Human Resources Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. In accordance with Clark County School District regulations, coordinate the recruitment, background/reference checks and selection, and appointment process for identified unified positions to include review of applicant files, assist with selection processes (screening, interview, final assessment), and appointment approval and notification.

2. Assist in development of and changes in administrative employment procedures, policies, applications, and forms to facilitate the recruitment/hiring process.

3. Manage multiple projects and responsibilities simultaneously, develop and track project timelines, and prioritize accordingly.

4. Coordinate activities and projects among Human Resources departments.

5. Review and analyze data and generate related reports and recommendations.

6. Conduct research, prepare and respond to miscellaneous surveys and requests for information.

7. Prepare and revise reports, publications, and other correspondence.

8. Assist in ensuring all licensed educational staff (administrative, licensed, substitutes) obtain and maintain a valid Nevada educational license of the appropriate classification.

9. Effectively interpret and apply state laws, bargaining agreement provisions, and District policies and regulations as they relate to human resources issues.

10. Assist in the ongoing review and revision of district policies and regulations and internal processes regarding human resources functions including monitoring and submitting Board items.

11. Effectively and diplomatically interact with and work in cooperation with District staff at all levels, as well as outside entities.

12. Train, supervise, and evaluate the performance of assigned staff.

13. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:
Education and Training:
An earned bachelor’s degree from an accredited college or university or currently serving as a professional-technical or licensed employee with the Clark County School District.

Licenses and Certifications:
None specified.
Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in project management, recruitment and employment, and licensure.

POSITION EXPECTATIONS:
1. Ability to maintain confidentiality of information.
2. Possess effective skills in planning, organizing, and coordinating activities.
3. Ability to work effectively under constant deadlines and time constraints.
4. Ability to communicate effectively, both orally and in writing.
5. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
6. Knowledge of Nevada Revised Statutes, District policies and regulations related to district and human resources issues, employee collective bargaining agreements, and the Clark County School District organizational structure.
8. Ability to coordinate disparate projects simultaneously.
9. Ability to gather information from various sources and communicate effectively to stakeholders and others.
10. Ability to develop and maintain an effective working relationship with employees, vendors/contractors, and customers.
11. Ability to coordinate activities across projects.
12. Ability to build working relationships among disparate units.
13. Ability to exercise independent judgment.
14. Ability to plan, develop, and monitor work procedures.
15. Ability to understand project plans, specifications, and contracts.
16. Ability to prepare clear and concise communications, e-mails, memoranda, procedures, reports, and other printed material.
17. Possess strong customer service, analytical, and persuasive skills.

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

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This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.