

Coordinator IV, Office of the Chief Information Officer

Position Details

Job Code: U7403

Reference Code: A567

Division/Unit: Technology and Information System Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to support day-to-day operations for the Chief Information Officer (CIO) consisting of the following departments: User Support Services, Enterprise Student Information Systems, Enterprise Business Information Systems, Enterprise Information Security, and Networking Services by analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options, and implementing both technical and functional solutions. This position also manages the multifarious daily tasks associated with the Technology and Information Systems Services (TISS) Division's purview and tracks the issues to completion. This position is directly responsible to the CIO, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Provides guidance to TISS staff to include interpretation and implementation of Clark County School District (CCSD) policies, regulations, procedures, and technology-related items through daily, written, and verbal communication with department administrators and their staff.

2. Compiles, prepares, and provides an analysis of information submitted by TISS staff.
 3. Coordinates and manages ongoing technology-related systems and projects.
 4. Assists in resolving issues and concerns by analyzing problems, identifying multiple solutions, recommending best options, and implementing the solutions with stakeholders.
 5. Assists with implementation of the division's mission and commitments.
 6. Serves as liaison with other departments and divisions, communicating regularly to ensure maximum efficiency in the delivery of services.
 7. Provides documents and/or reports for state, federal, and local governmental agencies, as appropriate.
 8. Prepares written communication on behalf of the CIO.
 9. Assists in the administration of the division budget including monitoring for personnel requirements, determining requirements for hardware/software maintenance and purchases, and other technology needs.
 10. Assists with special projects and programs, as assigned.
 11. Develops and updates handbooks and other documents.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of CCSD policies, regulations, procedures, and standards as they relate to the operational functions of CCSD.
2. Knowledge of Nevada Revised Statutes (NRS) as they relate to the operational functions of CCSD.
3. Functional and technical knowledge of human capital management systems, student information systems, networking, information security, and user support systems.
4. Ability to work cooperatively with other administrators, licensed personnel, and support professional personnel in schools as well as in other departments in CCSD.
5. Ability to coordinate and direct operational functions of CCSD.
6. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of CCSD.
7. Knowledge and understanding of broad community issues.
8. Knowledge and understanding of state educational requirements and legal implications.
9. Ability to communicate effectively both verbally and in writing highly technical and complex information to both technical and non-technical audiences.

10. Ability to work with executive-level staff members and possess strong interpersonal and relationship-building skills.
 11. Ability to meet deadlines and track multiple projects.
 12. Knowledge and understanding of scope of various technology projects across CCSD.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. Five (5) years' of progressively responsible experience with Clark County School District policies, regulations, and technology projects.

Preferred Qualifications

None specified.

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

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/17/23
- Created: 12/18/08