

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE COMPUTER SERVICES SPECIALIST

**Class Code: 1446
Grade: 56**

CLASS DEFINITION AND SUMMARY:

Under direction of the Director of Management Information Systems/Data Processing, develops, coordinates, and conducts personnel training programs for administrative computer services.

ESSENTIAL TASKS OF THE POSITION: (Illustrative, not inclusive)

Designs and develops training programs for administrative computer services including: instructional objectives, course outlines, multi-media instructional materials, and reference manuals.
Conducts training programs for administrative computer services users.
Coordinates the scheduling of district personnel for training and facilitates the support activities.
Researches, evaluates, recommends, and initiates the acquisition of commercial training programs and materials.
Maintains personnel training records.
Designs and implements library control of training program documentation and materials.
Conducts programs to train trainers.
Participates in computer access security control procedures.
Conforms to safety standards prescribed.
Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves the development of training programs, the training of district personnel in the use of administrative computer information systems, and the control of computer access security.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills in written and oral communications.
Comprehensive knowledge of the district's internal organization and administrative information systems.
Working knowledge of on-line computer system operation and the data communication interface to mainframe computers.
Working knowledge of personal computer system and commercial information/data processing software.
Ability to work with support, professional, and administrative personnel.
Ability to motivate and instruct adults.
Ability to design, implement, operate, and maintain record keeping systems.
Ability to learn and master the operation and application of new technology and automated information processing systems.
Ability to recognize hazards and apply safe work methods.
Ability to use personal computer desktop publishing software to create training materials.
Ability to plan, prioritize, coordinate, and organize work.
Ability to maintain accurate records.
Ability to work flexible hours or shifts.
Judgement on when to act independently and when to refer to a supervisor.
Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
Two (2) years of college including course work in computer science or the equivalent of a combination of experience and computer programs training which could consist of seminars, workshops, self study, etc., plus;
Two (2) years experience in a position with emphasis on the use of micro and mainframe computer information systems.
Experience in conducting seminars, workshops and training.
Verified typing/keyboarding score of 45 words per minute net.

QUALIFICATIONS: (continued)

LICENSES AND CERTIFICATES:

None.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Verified typing/keyboarding score of 45 words per minute net.
3. Documentation of computer training programs.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Offices, schools and other district facilities.

Strength: Sedentary/Medium - Exert force to 50 lbs., occasionally, 10-25 lbs., frequently, up to 10 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, fingering, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, VDT screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, modems, telephones, fax machines, multi media equipment, digital multi meters, laser communication devices, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

09/27/90

Revised: (10/30/90; 11/17/97; 07/15/05)