

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: CONSTRUCTION SITE DEVELOPMENT DATA SPECIALIST

Class Code: 7147

Grade: 50

CLASS DEFINITION AND SUMMARY:

Under general supervision assists with the management, development, implementation, and administration of the district's on/off-site improvement and utilities data programs.

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

Serves as the district focal point for on/off-site improvement agreements, i.e., street lights, traffic signals, electrical, sidewalks, underground utilities, water, sewer, easements, etc.

Develops and manages the database for tracking district on/off-site improvement agreements, and associated data.

Assists with the preparation of inter-local and/or cost participation agreements with government entities and utilities relating to on/off-site improvements, schedules, and fee requirements.

Calculates applicable fees, charges, and credits to ensure appropriate payments and/or refunds.

Performs project data research to resolve project deficiencies, questions, or other issues.

Responds to inquiries from contractors, utilities, district personnel, and government entities regarding on/off-site improvement requirements, fees and schedules.

Reviews revisions of on/off-site improvement submittals to ensure plans and appropriate records are updated with the correct data.

Prepares and processes State Fire Marshal quarterly reports in accordance with agreement between CCSD and State Fire Marshal for plans review and associated fees.

Prepares prerequisites for professional services and related board items.

Researches county property records to obtain required data to conduct feasibility studies for future sites.

Coordinates with the district general counsel to resolve legal issues.

Supervises and provides input for the evaluation of assigned support staff.

Conforms to safety standards as prescribed.

Performs other tasks related to the position as assigned.

Interprets rules, regulations, policies, and procedures.

DISTINGUISHING CHARACTERISTICS:

Involves the responsibility of performing detailed and specialized duties in the preparation, review, and processing of inter-local and/or cost participation agreements with government entities and utilities for on/off-site improvements; ensures appropriate payments and/or refunds for the district as addressed in the inter-local and/or cost participation agreements.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of local governmental regulations pertaining to on/off-site improvements and utilities.

Knowledge of record management principles and practices.

Ability to interpret and apply written and oral instruction, procedures, and regulations related to assigned area.

Ability to plan, prepare, and apply administrative procedures.

Ability to coordinate multiple projects and meet pre-determined deadlines.

Ability to perform mathematical calculations and cost estimates.

Ability to develop and maintain an effective working relationship with district staff, utilities, and government agencies.

Ability to communicate clearly, orally, and in writing.

Ability to prepare reports, correspondence, and procedures.

Ability to promote public relations and to deal tactfully and diplomatically with people.

Ability to exercise judgment as to when to act independently and when to refer situations to administrator.

Ability to supervise and evaluate staff.

Ability to concentrate on accuracy of details.

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.) **and**

Five (5) years experience as a construction documents clerk.

PREFERRED QUALIFICATIONS:

Construction management background with an emphasis in records management and technical writing skills.

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. College transcript, (if applicable).
3. Valid Class C Nevada driver's license.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - schools and department offices.

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, typewriters, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, 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).

08/20/04

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