

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

ADMINISTRATIVE COMPUTER SERVICES SPECIALIST

Class Code: 1446

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Designs and develops training programs for administrative computer services including: instructional objectives, course outlines, multi-media instructional materials, and reference manuals.
2. Conducts training programs for administrative computer services users.
3. Coordinates the scheduling of district personnel for training and facilitates the support activities.
4. Researches, evaluates, recommends, and initiates the acquisition of commercial training programs and materials.
5. Maintains personnel training records.
6. Designs and implements library control of training program documentation and materials.
7. Conducts programs to train trainers.
8. Participates in computer access security control procedures.
9. Conforms to safety standards as prescribed.
10. 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:

1. Skills in written and oral communications.
2. Comprehensive knowledge of the district's internal organization and administrative information systems.
3. Working knowledge of on-line computer system operation and the data communication interface to mainframe computers.
4. Working knowledge of personal computer system and commercial information/data processing software.
5. Skills in written and oral communications.
6. Ability to work with support, professional, and administrative personnel.
7. Ability to motivate and instruct adults.
8. Ability to design, implement, operate, and maintain record keeping systems.
9. Ability to learn and master the operation and application of new technology and automated information processing systems.
10. Ability to use personal computer desktop publishing software to create training materials.
11. Ability to plan, prioritize, coordinate, and organize work.
12. Ability to maintain accurate records.

13. Ability to work flexible hours or shifts.
14. Judgment on when to act independently and when to refer to a supervisor.
15. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. 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;
3. Two (2) years experience in a position with emphasis on the use of micro and mainframe computer information systems.
4. Experience in conducting seminars, workshops and training.
5. Verified typing/keyboarding score of 45 words per minute net.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

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.

WORK ENVIRONMENT:

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, repetitive fine motor activities, 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.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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.

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.

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 Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.