Coordinator IV, Information Systems Architecture and Special Projects

Position Details

Job Code: U7403

Reference Code: A526

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for the management of enterprise information systems, architecture and operations activities with primary emphasis on integrating rapidly changing technologies without sacrificing existing technology investments in the division. This position is responsible for developing and implementing project plans, systems, hardware, and software in support of Clark County School District (CCSD) technology initiatives, programs, and applications. Through management and supervision of assigned staff, this position ensures compliance with budgets, schedules, specifications, regulations, and statutes. This position is directly responsible to the Director II, Central Information Systems (CIS) Department, Technology and Information Systems Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Supervises and coordinates the staff and activities of the systems, database, and operations support units of CIS.
2. Coordinates the ongoing systems architecture activities related to transforming CIS from a mainframe, customer information control system/common business oriented language [Customer Information Control System/Common Business Oriented Language (CICS/COBOL)] environment to an open systems environment based on Windows and Unix/Linux operating systems and .NET, Web applications, and Systems Applications and Product (SAP) NetWeaver development platforms; upon transformation completion, continually ensures that technology utilized by CIS remains current and appropriate to meet CCSD's needs.
3. Coordinates with appropriate staff and business owners in identifying, evaluating, and selecting specific hardware and software platforms that support CCSD's information environment.
4. Coordinates the development, programming, and implementation of projects that interact between CCSD and outside entities such as the Nevada Department of Information Technology, universities, financial institutions, benefit providers, etc.
5. Creates appropriate plans and professional learning activities to ensure that staff is current with CCSD's changing architecture so new technology can be increasingly utilized.
6. Develops annual process re-engineering recommendations.
7. Creates and monitors budget items necessary to support information systems architecture activities.
8. Prepares technical analyses, technical proposals, budget projections, and request for proposal (RFP) technical verbiage for CIS projects.
9. Schedules and prioritizes work and resources to accommodate existing activities while incorporating special projects, as assigned.
10. Ensures that the acquisition of equipment, software, and systems to be used in major projects by other departments is in harmony with CIS information architecture.
11. Participates in Leadership and Project Sponsor meetings, as assigned.
12. Participates in disaster recovery planning and testing.
13. Supervises and evaluates assigned staff.
14. Performs other duties related to the position, as assigned.

Position Expectations

1. High-level understanding of how enterprise-level CIS and desktop computing technologies interrelate with one another.

2. Advanced knowledge of and experience with entry-level, mid-range, and enterprise computing server systems architectures in information technology (IT) environments, including the design and integration of such complex systems.
3. High-level understanding of Web environments, local area networks (LANs), wide area networks (WANs), and hardware used to implement such networks (switches, routers, cabling specifications, etc.).
4. Knowledge and experience of programming/applications development platforms as related to such languages as C#, Advanced Business Application Programming (ABAP), and Java, and such models/specifications as .NET and Netweaver and other modern Web-based tools
5. Knowledge of generally accepted technology project planning processes.
6. Skillful with common IT operating systems (Windows, Unix, Linux).
7. Proficient in the use of productivity applications such as relational database design and management, spreadsheet design, publishing, project management, scheduling, and multimedia.
8. Effectively communicate technical information, both written and verbally, to non-technical audiences.
9. Effectively work on technical projects with non-technical people.
10. Capacity to maintain focus and direction to meet project milestones.
11. Ability to work on multiple projects simultaneously and to meet deadlines.
12. Ability to work cooperatively with colleagues, school, and administrative personnel, and representatives of outside agencies.
13. Ability to work independently with little supervision and to problem-solve at a high level.
14. Ability to demonstrate comprehensive literacy in state-of-the-art computing technologies through oral and written communications.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in a related field such as management information systems (MIS) or computer science (CS) 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 five (5) years of successful supervisory experience related to the administrative position.
2. Six (6) years professional work experience in a client/server and/or centralized information systems environment to include systems support, systems implementation, application design and development, and hardware and software acquisition responsibilities.
3. Experience with large-scale technology implementations as team leader or member.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

Progressive technology-related continuing education.

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, 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: 02/05/24
- Created: 01/19/10