

# Applications Manager

## Position Details

Class Code: 1508

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 64 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, responsible for managing projects and overseeing all aspects of application systems development, maintenance, enhancement, and support. Initiates, recommends, and directs the implementation of information processing systems for schools and departments.

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## Essential Duties and Responsibilities

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

1. Performs all duties of a Senior Systems Analyst.
2. Plans, schedules, supervises, and reviews the work of applications programming staff.
3. Coordinates project resources from initiation through implementation.
4. Trains staff on work procedures and provides technical assistance in complex situations, as directed.
5. Contributes to the development of department goals, objectives, and budgets.
6. Reviews schools' and departments' automation needs, assists in defining requirements, and prepares feasibility studies, evaluations, and project plans to implement approved systems.
7. Designs and analyzes system requirements; and develops system and programming specifications for staff and contract programmers.

8. Establishes priorities, work schedules, and project plans; meets with staff and end-users to provide periodic project updates.
  9. Schedules ongoing maintenance for assigned systems, reviews issues encountered by operations staff and schools/departments, and analyzes system efficiency to plan modifications and enhancements.
  10. Monitors project progress and reviews work in progress to ensure conformance with project plans and programming standards.
  11. Provides input into the performance evaluation of assigned staff.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves project management, development, and support of application systems.

Oversees and supervises all project application teams and serves as the primary liaison with external agencies and organizations.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of employee supervision principles and practices, including work planning, organization, performance evaluations, training, and discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of computer programming, systems analysis, and application development principles, practices, and methods.
4. Knowledge of programming languages used in the Clark County School District (CCSD)'s operating environment.
5. Knowledge of computerized equipment capabilities and functions.
6. Knowledge of principles and techniques for evaluating work processes to develop new or revised computer applications.
7. Knowledge of technical report preparation, including research and analysis techniques.
8. Knowledge of team development principles and practices.
9. Ability to manage application projects and coordinate project resources effectively.
10. Ability to conduct computer systems and procedural analyses and make sound recommendations for new applications.
11. Ability to install, configure, and use application software packages.

12. Ability to assess customer needs and develop effective hardware and software solutions.
  13. Ability to develop detailed programming specifications and write complex computer programs.
  14. Ability to prepare clear, concise reports and documentation, maintain accurate and organized records, accurate records and assist in developing training materials and programs.
  15. Ability to supervise, train, and evaluate assigned staff.
  16. Ability to exercise independent judgment within established procedural guidelines.
  17. Ability to enhance unit efficiency and effectiveness by offering suggestions and actively leading or participating in team efforts.
  18. Ability to stay current with evolving technologies and applications.
  19. Ability to coordinate multiple projects and meet predetermined deadlines.
  20. Ability to work flexible hours and shifts as needed.
  21. Ability to establish and maintain effective working relationships with CCSD staff, vendors, and external agencies.
  22. Ability to recognize and report hazards and apply safe work methods.
  23. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. 12 years' experience developing large computer applications using high-level programming languages, including four (4) years in a supervisory role; or, Associate degree from an accredited college or university in a related field (i.e., mathematics, computer science, management information systems), and eight (8) years' experience as described above; or, Bachelor's degree from an accredited college or university in a related field, and six (6) years' experience as described above.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.

2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. College Transcript(s) from an accredited college or university, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six [6] months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD Central Information Systems Department, and travel to/from schools and other CCSD office settings.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force up to 25-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision:

Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

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

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Computers, printers, modems, telephones, fax machines, etc.

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## **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: 09/22/25
- Created: 06/18/09