

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR IV – INFORMATION SYSTEMS ARCHITECTURE AND SPECIAL PROJECTS

Reference Code: A526

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: Range 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 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 Department, Technology and Information Systems Services Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Supervise and coordinate the staff and activities of the systems, database, and operations support units of Central Information System (CIS).
2. Coordinate the ongoing systems architecture activities related to transforming CIS from a mainframe, 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 and SAP NetWeaver development platforms. Upon transformation completion, continually ensure that technology utilized by CIS remains current and appropriate to meet the District's needs.
3. Coordinate with appropriate staff and business owners in identifying, evaluating, and selecting specific hardware and software platforms that support the District's information environment.
4. Coordinate the development, programming, and implementation of projects that interact between the District and outside entities such as the Nevada Department of Information Technology, universities, financial institutions, benefit providers, etc.
5. Create appropriate plans and training activities to ensure that staff is current with the District's changing architecture so new technology can be increasingly utilized.
6. Develop annual process re-engineering recommendations.
7. Create and monitor budget items necessary to support information systems architecture activities.
8. Prepare technical analyses, technical proposals, budget projections, and request for proposal (RFP) technical verbiage for CIS projects.
9. Schedule and prioritize work and resources to accommodate existing activities while incorporating special projects, as assigned.
10. Ensure 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. Participate in Leadership and Project Sponsor meetings, as assigned.
12. Participate in disaster recovery planning and testing.
13. Supervise and evaluate assigned staff.
14. Perform 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 local area networks (LANs), wide area networks (WANs), and hardware used to implement such networks (e.g., switches, routers, cabling specifications, etc.).
4. Skillful with common IT operating systems (e.g., Windows, Unix, Linux).
5. Knowledge and experience of programming/applications development platforms as related to such languages as C#, ABAP, and Java, and such models/specifications as .NET and Netweaver.
6. Knowledge of generally accepted technology project planning processes.
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 orally, to non-technical audiences.
9. Ability to work on multiple projects simultaneously and to meet deadlines.
10. Ability to work cooperatively with colleagues, school, and administrative personnel, and representative of outside agencies.
11. Effectively work on technical projects with non-technical people.
12. Ability to work independently with little supervision and to problem-solve at a high level.
13. Capacity to maintain focus and direction to meet project milestones.
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 or computer science or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related 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.

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.

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.