

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III - WORK MANAGEMENT, MAINTENANCE

Reference Code: A584

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to provide management to the Maintenance Department's work order process, Computerized Maintenance Management System (CMMS), and other data and network processes, including the development of related procedures and policies. This position is directly responsible to the Director, Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Serve as the Maintenance Department liaison with Central Information Systems Services (CIS)/Networking Services to support network and data requirements.
2. Responsible for producing statistical data and reports for internal and external use.
3. Serve as the system administrator for the department website, network (including four Maximo servers), and site network.
4. Supervise the dispatch, training, document production and preservation, and ISO reporting and compliance.
5. Responsible for all software implementation and integration.
6. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Demonstrated knowledge of Acceptable Use Policy (AUP) and District regulations, policies, and procedures.
2. Demonstrated knowledge of relational database management systems, Optical Reception of Announcements by Coded Line Electronics (Oracle) and Transmission Control Protocol/Internet Protocol (TCP/IP) applications and clustering.
3. Knowledge of Computerized Maintenance Management System (CMMS), Maximo preferred.
4. Knowledge of programming languages such as Extensible Markup Language (XML), Hyper Text Markup Language (HTML), Uniplexed Information and Computing System (UNIX), Hypertext Preprocessor (PHP), Structured Query Language (SQL), Disk Operating System (DOS), etc.
5. Knowledge of web-based client/server development standards.
6. Ability to communicate clearly both verbally and in writing.
7. Ability to present to the public and large gatherings.
8. Ability to lead and motivate staff in technology-related projects.
9. Ability to develop procedures, accurate reports, and coordinate multiple projects to meet predetermined deadlines.
10. Ability to review requirements and analyze/recommend hardware and software solutions.
11. Ability to maintain data and systems to minimize downtime and maximize production.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university 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 to the administrative position.
2. Minimum of two (2) years experience in website design and administration.
3. Minimum of five (5) years demonstrated networking experience.

Preferred Qualifications:

1. A bachelor's degree from an accredited college or university in information technology (IT) or closely related field.
2. IT training and management experience.

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.