

MIS / DP Technology Specialist

Position Details

Class Code: 1473

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, researches, designs, builds, implements, and maintains new, advanced, or high technology methods/enhancements for information processing systems.

Essential Duties and Responsibilities

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

1. Maintains state-of-the-art competency in computer data system technology development as it relates to Clark County School District (CCSD) data systems.
2. Participates in the development of equipment and operating software specifications for new data processing system proposals.
3. Assists in planning and implementing computer hardware/software installation and upgrades.
4. Assists in diagnosing computer system malfunctions and coordinating/implementing repair activities.
5. Supports image management system.
6. Supports remote data transfer networking technologies.
7. Supports optical disk storage technologies.
8. Supports distributed remote data processing technologies.
9. Provides operational support for purchased microcomputer software.
10. Provides system component integration support for departmental data systems.

11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves independent research, analysis, and development of computer data system technologies.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of computer operating systems.
 2. Knowledge of data communication systems.
 3. Knowledge of programming languages.
 4. Knowledge of word processing, database, spreadsheet, desktop publishing, and data communication software.
 5. Knowledge of digital electronic device operation.
 6. Ability to plan complex computer data system technology development activities.
 7. Ability to read and interpret complex technical documentation.
 8. Ability to design digital electronic circuits.
 9. Ability to diagnose computer hardware and software malfunctions and initiate repairs.
 10. Ability to prepare technical documentation.
 11. Ability to make technical presentations to CCSD staff and administrators.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. 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. Six (6) years of experience in microcomputer systems support including micro mainframe computer integration, networking, data communication, programming, system analysis, and specification development; or,

Two (2) years of college, including courses in computer science and electronics; plus, two (2) years of experience in microcomputer systems support including micro mainframe computer integration, networking, data communication, programming, system analysis, and specification development; or, Associate degree in electronic technology with additional training in computer science and programming; plus, two (2) years of experience in microcomputer systems support including micro mainframe computer integration, networking, data communication, programming, system analysis, and specification development.

Licenses and Certifications

Applicant/employee must be able to provide their own transportation.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college, university, or trade school, if applicable.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Information Systems Department and other locations; travel to and from schools and other CCSD office settings.

Work Environment

Strength

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

Physical Demand

Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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, playground/office equipment, communicable diseases, chemicals and fumes (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

Computers, printers, modems, telephones, fax machines, optical time delay reflect-o-meter, drills, punch-down tools, digital multi-meters, laser communication devices, data system and communications test equipment, and hand/power tools used in the installation and repair of communication systems.

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: 04/22/25
- Created: 06/30/91