Coordinator III, Work Management

Position Details

Reference Code: A584
Division: Facilities Services Unit
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), Capital Planning Management System (CPMS) and other data and network processes, including the development of related procedures and policies. Provides critical assistance in conducting data analysis and verification, technical assistance and support to Facilities staff to prepare a wide variety of data reports. This position is directly responsible to the Coordinator IV, Facilities Asset Management, Facilities Management Department, Facilities Services Unit (FSU).

Essential Duties and Responsibilities

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

1. Serve as the Facilities Management Department liaison with Central Information Systems Services (CIS)/Networking Services to support network and data requirements.
2. Analyze, troubleshoot, and coordinate activities with FSU and District technical staff and vendor representatives for high-level software related issues to determine root cause and ensure resolution.

3. Oversees the development of test plans for validation when system or software changes are made to ensure applications work as intended and meet customer needs.
4. Responsible for producing statistical data and reports for internal and external use.
5. Serve as the system administrator for the department website, network, and site network.
6. Provides direct advice and expertise to FSU staff at all levels of the organization to guide instruction in the data analysis required for improvement planning.
7. Coordinates the collection, verification, analysis, and issue resolution for data use in the FSU.
8. Assists with the review and graphic analysis of all FSU data.
9. Provide high-level expertise and recommendations for application support and future technology-related processes.
10. Provide subject matter expertise for the Work Management Help Desk Specialists, training staff, data analysts, and technical staff.
11. Responsible for maintaining the Capital Planning Management System software application.
12. Oversees the data integration between the CMMS, CPMS, and other software applications.
13. Maintains records of space comparisons, guidelines, standards, and other data relevant to facility inventory.
14. Develop, recommend, and interpret section policies, regulations, and procedures.
15. Manage, mentor, plan, and train assigned staff.
16. Supervise and evaluate the performance of assigned staff.
17. Responsible for all software implementation and integration.
18. Perform other duties related to the position, as assigned.

Position Expectations

1. Knowledge of principles and practices of developing teams, motivating employees, and managing in a team environment, including employee supervision, work planning, organization, performance review and evaluation, professional learning, coaching, and progressive discipline.
2. Knowledge of and ability to apply project management principles and practices.
3. Knowledge of and ability to apply principles, practices, and methods of systems (i.e., server, storage, network, backup, recovery, archive, etc.), architecture and design, maintenance, availability, and adaptability for changing business needs.

4. Knowledge of systems, applications, operating systems, and database platforms within the District and FSU environment.
5. Knowledge of principles, practices, and methods of computer programming, systems analysis, and the development of new computer applications.
6. Knowledge of principles and techniques for evaluation of work processes for new or revised computer applications.
7. Knowledge of web-based client/server development standards.
8. Knowledge of principles of technical report preparation including computer research and analysis techniques.
9. Ability to communicate clearly both verbally and in writing.
10. Ability to develop detailed programming specifications and write complex computer programs.
11. Ability to learn Acceptable Use Policy (AUP) and District regulations, policies, and procedures.
12. Ability to prepare clear and concise reports, documentation, and other written materials; maintain organized and accurate records of work performed; assists in developing training materials/programs.
13. Ability to maintain current knowledge of technology and new user applications.
14. Ability to contribute to the efficiency and effectiveness of the unit's service to District staff by offering suggestions and directing or participating as an active member of a work team.
15. Ability to communicate and explain complex technology and data issues in an understandable manner.
16. Ability to lead and motivate staff in technology-related projects.
17. Ability to develop procedures, accurate reports, and coordinate multiple projects to meet predetermined deadlines.
18. Ability to review requirements and analyze/recommend hardware and software solutions.
19. 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 a corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of five (5) years demonstrated networking and/or cloud 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.
3. Data and/or statistical analysis experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 09/13/21
- Created: 11/21/08