Application Administrator I

Position Details

Class Code: 1506
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 54 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, administers client/server and web-based application systems, and installs data center computer systems, software, and peripheral devices. Serves as a liaison with application owners and Clark County School District (CCSD) technical staff.

Essential Duties and Responsibilities

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

1. Installs, configures, supports, and administers client/server and web-based applications.
2. Collaborates with vendors, CCSD process/application owners, and technical staff to support applications in client/server and web-based environments.
3. Installs and manages physical and virtual computer systems, monitoring hardware and software, including hypervisors.
4. Analyzes application, hardware, and component issues, including operating system troubleshooting, network diagnostics, communication peripherals, and system interfaces.
5. Administers and monitors system security configurations and procedures to ensure access is restricted to authorized users.

6. Deploys and supports departmental computers using disk imaging and mass-deployment technologies.
7. Maintains system and data integrity using backup technologies, including archiving, disk imaging, and file system backups.
8. Maintains records and documentation of system installations, desktop software inventory, modifications, security, and related procedures.
9. Prepares and maintains flowcharts, system diagrams, documentation, and procedures to illustrate and communicate system and application landscapes.
10. Develops system validation test plans for changes to ensure applications function as intended and meet customer requirements.
11. Adheres to established change control procedures.
12. Keeps up with technology trends and adapts to evolving functional and customer requirements for system and process changes.
13. Provides expertise and recommendations for application support and future technology projects.
14. Interfaces effectively and professionally with management, customers, and vendors.
15. Conforms to safety standards, as prescribed.
16. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves client/server and web-based application administration, including requirements gathering and analysis, installation, system monitoring and repair, independent technical research, hardware and software troubleshooting, debugging and testing, configuration/change control management, and technical documentation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of client/server and web-based application architectures, components, technologies, and operating systems.
2. Knowledge of personal computing systems, their operations, and capabilities.
3. Knowledge of networking protocols and technologies, including Transmission Control Protocol/Internet Protocol (TCP/IP), Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), File Transfer Protocol (FTP), Secure File Transfer Protocol (SFTP), Hypertext Transfer Protocol Secure (HTTPS), Secure Sockets Layer (SSL), Simple Mail Transfer Protocol (SMTP),

Virtual Private Networking (VPN), Remote Desktop Protocol (RDP), Microsoft Management Console (MMC), and Virtual Local Area Network (VLAN).

4. Knowledge of mass software deployment strategies and methodologies.
5. Knowledge of Personal Computer (PC) imaging technologies.
6. Knowledge of software tracking and accounting techniques.
7. Knowledge of hypervisor technologies for virtualizing desktops, servers, and applications.
8. Knowledge of Windows Active Directory (AD), domain administration, and Group Policy techniques.
9. Knowledge of basic accounting, statistics, business, administrative, school, and office processes.
10. Ability to methodically analyze processes, systems, and problems to identify issues and determine solutions.
11. Ability to read and interpret complex manuals and instructions.
12. Ability to effectively communicate with other technical support professionals.
13. Strong analytical skills, including ability to maintain focus and solve problems using logical methods.
14. Ability to learn and use technical tools for system testing and debugging.
15. Ability to learn operating principles, characteristics, and technologies of CCSD computer systems.
16. Ability to prepare clear and concise documentation, procedures, reports, and other written materials.
17. Ability to exercise independent judgment within established guidelines.
18. Ability to meet deadlines and adapt to a dynamic environment with frequently changing priorities.
19. Contributes to the unit's efficiency and effectiveness by offering suggestions and actively participating in or directing team efforts.
20. Ability to stay current with technology and new computer applications.
21. Ability to coordinate multiple projects and meet predetermined deadlines.
22. Ability to work flexible hours and shifts, including being on-call for after-hours support.
23. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and external agencies.
24. Ability to recognize and report hazards and apply safe work methods.
25. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Five (5) years' work experience in Information Technology (IT) support, including two (2) years providing operations/support assistance and troubleshooting for enterprise applications and related technologies affecting large user populations; or,
   Associate degree from an accredited college or university (or two [2] years of college) in an IT-related field such as Management Information Systems (MIS), Computer Science, Information Services, etc., and three (3) years' IT support experience, including one (1) year of enterprise support; or,
   Bachelor's degree from an accredited college/university in an IT-related field, and one (1) year of IT enterprise support experience.

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 time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Safe driving record. Safe driving record must be able maintained for the duration of the assignment.

Preferred Qualifications

1. Industry certification(s) in PC, server, or application administration technologies, such as CompTIA, current Microsoft software, VMWare, etc.
2. Experience administering large-scale, enterprise-wide systems and applications (Student Information System [SIS], Enterprise Resource Planning [ERP] system, special student services management system, etc.).

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.

Examples of Assigned Work Areas

CCSD Technology and Information Systems Services (TISS) Division - travel to and from schools and other CCSD office settings.

Work Environment

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

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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
Exposure to electric shock 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).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued/personal vehicles, computers, printers, modems, telephones, fax machines, copiers, digital multi-meters, data system/communication test equipment, hand/power tools, etc.

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: 09/02/25
- Created: 07/18/13