

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR IV – TECHNOLOGY INFORMATION SYSTEMS

Reference Code: A750

Division: Technology and Information Systems

Classification: Professional-Technical

Terms of Employment: Range 45 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the Executive Director over implementation of Technology and Information Systems Services (TISS) projects. This position is directly responsible to the Chief Technology Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Lead district-wide technology implementation efforts ensuring all necessary facilities, supplies, and resources are available for TISS. This involves controlling and monitoring nine critical areas in any implementation process: Scope, Schedule, Resources, Cost, Risk, Communication, Quality, Contract, and Integration.
2. Develop, coordinate, oversee, and monitor a comprehensive, coordinated, district-wide information security plan.
3. Demonstrate the ability to work in a public-sector environment where security programs must integrate with the Clark County School District's mission.
4. Develop and implement information technology security programs.
5. Manage vendor agreements and communications.
6. Assist in the development and consistent management of detailed project work plans within TISS.
7. Develop and review division/department policies and procedures.
8. Establish a training/change management infrastructure that provides continuous access to system implementation resources and support.
9. Serve as liaison with other departments and divisions, communicating regularly to ensure maximum efficiency in the delivery of services to schools.
10. Provide direct supervision and evaluation of programs and staff.
11. Maintain knowledge of personnel matters, school and central office operations, budget, and parent and community involvement.
12. Recognize and understand applicable laws, codes, regulations, policies, and procedures.
13. Be aware of current national research on technology and information systems topics and issues.
14. Coordinate employee assignments to maximize service and streamline responsiveness to District area service centers, divisions, schools, work sites, and outside agencies.
15. Compile, analyze, and interpret data necessary to prepare reports for the Superintendent and Chief Technology Officer.
16. Implement the District's vision of continuous review and improvement of processes and procedures throughout the division.
17. Interpret Clark County School District regulations, policies, and Nevada Revised Statutes for District personnel, students, parents, and agencies, or refer inquiries to appropriate entities.
18. Participate with staff from the Clark County School District Purchasing Department in negotiating district-wide contracts.
19. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. High-level knowledge of the District's financial and/or human resources processes.
2. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and human resources functions.
3. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other department/division, and agencies outside the District.
4. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
5. Skill in dealing with professionals in the Clark County School District and the public.

6. Effective communication, collaborative, and interpersonal skills.
7. Excellent verbal, written, computer, and presentation skills.
8. Demonstrated ability to work effectively with school and administrative personnel, peers, parents, and community members.
9. Effective skills in planning, organizing, and coordinating activities.
10. Interpersonal skills using tact, patience, and courtesy.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in a related field (i.e., computer science, management information systems, business administration) 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. Have previously demonstrated at least seven (7) years of information technology (IT) supervisory and management experience with at least five (5) years in management with responsibility for IT security in a large enterprise.
3. Experience managing the development, implementation, and management of object-oriented software systems to include, functional knowledge of object-based programming languages.
4. Experience in the development, implementation, and management of Web services including forms processing systems.
5. Experience in the development, implementation, and management of database management systems (DBMS) and structured query language (SQL).
6. Experience with student information systems and parent communication tools.

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.