

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR II - TECHNICAL RESOURCES

Reference Code: A300

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible line administrator for the Clark County School District's WWW Production Services team. This position serves as a consultant and liaison to the District and other entities for information on WWW emerging technologies and their application within the Clark County School District in conjunction with other members of the Technical Resources team. This position is directly responsible to the Director, Technical Resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Design, implement, and manage the Clark County School District's WWW presence.
2. Develop, implement, and manage special projects.
3. Provide WWW site creation assistance to schools, departments, and divisions.
4. Develop and manage department and division WWW sites.
5. Develop and manage WWW multimedia projects related to education and District management.
6. Coordinate production and Web-casts.
7. Coordinate the development of WWW content.
8. Provide direction and supervision to the WWW Production Services personnel.
9. Provide consultant services to the Clark County School District divisions' central office administrators on application and implementation of WWW technologies.
10. Test, develop, and implement emerging WWW technologies for enterprise and educational purposes.
11. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Coordinate the development of WWW content.
2. Ability to communicate clearly in both verbal and written communications.
3. Ability to work cooperatively with school and administrative personnel.
4. Ability to utilize and promote the use of participatory management techniques.
5. Ability to direct multiple major projects and initiatives.
6. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
7. Strong presentation skills.
8. Possess a high level of self-confidence, initiative, and self-directions.

POSITION REQUIREMENTS:

Education, 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, 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. Demonstrated success in the use of Solaris, Windows, Linux, and Macintosh.
3. Demonstrated experience with WWW server technology, and in designing and programming complex Websites.

4. Demonstrated experience in graphic applications such as Photoshop and Dreamweaver.
5. Demonstrated experience in maintaining and managing streaming media servers.
6. Demonstrated experience and success in working with multimedia systems.

Preferred Qualifications:

1. Degree from an accredited college or university in one of the following areas: computer science, graphic arts, Web design, or related area.
2. Demonstrated experience in team leadership.
3. Demonstrated experience in designing and managing large WWW sites.
4. Experience with the application of Macromedia Flash as it pertains to enhanced WWW site design and application development.

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.