Facilities Data Systems Manager

Position Details

Class Code: 1485
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 64 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, responsible for the successful daily input of repairs and projects to Facilities Services Unit (FSU) server, storage, backup/recovery, operational systems/processes, project management, and technical leadership to ensure school and department customers' needs are fulfilled.

Essential Duties and Responsibilities

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

1. Coordinates with application, database, educational, business owners, and allied professional staff, to review needs, formulate requirements, and prepare feasibility studies, evaluations, and project plans; implements/ensures predictable, reliable input of FSU server, storage, backup/recovery, and operational systems/processes.
2. Plans, schedules, supervises, reviews, coaches, and leads assigned staff.
3. Provides input into the evaluation of assigned staff; ensures accountability.
4. Provides input into department goals, objectives, and budget development.
5. Maintains the department's position as the Clark County School District's (CCSD) centralized, FSU information systems provider.
6. Coordinates with appropriate technical, functional, and support teams; ensures systems are configured properly and operate according to established procedures, desired availability, and generally accepted information technology

(IT) and facilities practices.

7. Documents/maintains system landscapes, internetworking diagrams, equipment locations, naming conventions, system ownership, and other necessary details.
8. Ensures that the FSU's IT team recommends, designs, implements, and sustains specifications for strategic systems providing high availability, business continuity, and disaster recovery capabilities.
9. Ensures that the FSU's IT team recommends, designs, implements, and sustains multi-faceted security frameworks to protect systems, applications, and data using technologies such as operating system hardening, anti-virus, patch management, encryption, privileged role isolation, proactive auditing, etc.
10. Ensures regular system audits using vendor-provided, third-party, and internally-developed tools.
11. Monitors systems' quality and operations to determine the extent of their availability, reliability, efficiency, security, and utilization.
12. Establishes priorities and work schedules; meets with staff and leadership to give periodic project and schedule updates.
13. Confers with administration to define functional requirements, perform data modeling, and implement final products; resolves errors and interface problems, and ensures integrated systems meet development standards.
14. Works with department staff to design relational database systems benefitting all users.
15. Modifies relational database systems as data needs change.
16. Creates Application Programming Interfaces (APIs) to facilitate communication between data sources.
17. Presents system functionalities to staff; oversees implementation once developed.
18. Tests and evaluates system performance; recommends corrective action if performance is deficient.
19. Facilitates preventative maintenance schedules for FSU server, storage, and backup/recovery systems; reviews problems encountered by users; analyzes current system/procedural efficiency; schedules modifications and enhancements.
20. Conforms to safety standards, as prescribed.
21. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves in-depth knowledge of database development, management, implementation, technical leadership/coaching, customer service, and project management. Ensures

availability of FSU server, storage, and backup/recovery systems. Responsible for day-to-day supervision of assigned staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles/practices of team development, employee motivation, and project management, including employee supervision, work planning, organization, performance review/evaluation, professional development, and coaching.
2. Knowledge of systems, applications, operating systems, and database platforms within the CCSD environment.
3. Knowledge of principles, practices, and methods used in FSU systems strategy, information management, system governance, business continuity, and disaster recovery.
4. Ability to apply principles, practices, and methods of systems architecture/design (server, storage, network, backup, recovery, archive, etc.), maintenance, availability, and adaptability for changing educational/business needs.
5. Ability to manage multiple projects, coordinate/track resources, and meet predetermined deadlines.
6. Ability to supervise, develop, motivate, coach, and evaluate assigned staff.
7. Ability to apply established IT industry practices in various workplace circumstances.
8. Ability to participate and contribute to FSU system strategies and governance processes.
9. Ability to prepare clear, concise, accurate reports, documentation, user instructions, correspondence; maintains organized, accurate records.
10. Ability to develop, prepare, and deliver presentations to various audiences.
11. Ability to exercise independent judgment within established procedural guidelines.
12. Ability to contribute to the department's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
13. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
14. Ability to keep current on technology/applications relevant to the FSU's operating environment.
15. Ability to work flexible hours/shifts.
16. Ability to be on-call for after-hours support.

17. Ability to recognize and report hazards and apply safe work methods.
18. 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. Ten (10) years' recent, progressively responsible work experience delivering and maintaining highly-available lines of business server, storage, backup/recovery environments, and related technologies/services for applications and databases (Structured Query Language [SQL], MySQL, Oracle, or Server); or,
Associate degree (or two years' coursework) from an accredited college or university with a major area of study in an IT-related field (Management Information Systems [MIS], Computer Systems Engineering, Computer Science, etc.), and eight (8) years' experience as described above; or,
Bachelor's degree from an accredited college or university in an IT-related field, and six (6) years' experience as described above.
3. Three (3) years' demonstrated experience in utilizing Representational State Transfer (REST) APIs.

Licenses and Certifications

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

Preferred Qualifications

1. Industry certification(s) in system administration technologies, IT, project management, or IT leadership/management.
2. Experience with facilities management software and Computerized Maintenance Management System (CMMS) technical support.

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. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

FSU Administrative Offices and travel to/from other District 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

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. 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 setting 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, 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, 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: 04/17/25
- Created: 07/21/21