

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

DIRECTOR II - CENTRAL INFORMATION SYSTEMS

Reference Code: A284

Division: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: Range 43 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible line administrator to provide a single coherent voice and vision for the planning, design, programming, and testing and evaluation of all software applications associated with Central Information Systems. This position is directly responsible to the Assistant Superintendent/Chief Technology Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Establish standards to which the application developers must adhere, providing an enterprise-wide set of standards and development processes.
2. Oversee the daily activities of the Clark County School District's various enterprise-wide application development efforts including, but not limited to, financial accounting (e.g., budgeting, purchasing, fixed assets), student systems (e.g., student information, testing), web development, and staff resource systems (e.g., payroll, human resources).
3. Supervise, assign projects, and evaluate staff to maintain optimum performance of duties.
4. Coordinate a close relationship with the client to assist in development of standard components of an information system.
5. Synchronize application development activities within the division to avoid scheduling conflicts and to ensure consistency.
6. Evaluate and recommend state-of-the-art development tools for use with the applications development environment to achieve the most efficient mix of system design and software development tools.
7. Manage budgets.
8. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of managing large software development projects and managing several large projects simultaneously.
2. Knowledge of how software is developed and tested.
3. Knowledge of how software is placed into production and monitored.
4. Substantial knowledge with student information systems, business systems, Enterprise Resource Planning (ERP) systems, or web-based applications.
5. Ability to manage many demanding, high-priority tasks simultaneously.
6. Ability to manage large technical projects from planning through implementation and operation.
7. Ability to communicate current and future software needs of the Clark County School District.
8. Ability to communicate complex technical issues in less technical terms so that those impacted by the issues can understand them.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in management information systems, computer science, or in a related field 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 position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of experience in application development and management of enterprise-wide systems including at least three (3) years of successful supervisory experience in a technology related position.

Preferred Qualifications:

Degree in management information systems from an accredited college or university.

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.