

# Director II, Facilities and Bond Fund Financial Management

## Position Details

Job Code: U7101

Reference Code: A423

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position functions to direct the capital and site-funded project funds as well as the Facilities Services Unit's accounting, budget, and data management activities. This position facilitates securing bond funds for capital projects by preparing bond issuance documents. This position is directly responsible to the Chief Financial Officer, Business and Finance Unit.

---

## Essential Duties and Responsibilities

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

1. Administer the financial and data management services necessary to maintain accountability of the Clark County School District's capital-funded programs, applying financial and analytical principles of governmental accounting, financial accountability, project management, and budget control.
2. Administer the financial and data management services necessary to maintain accountability of the District's site-funded projects, applying financial and analytical principles of governmental accounting, financial accountability, project management, and budget control.

3. Oversees the Facilities Service Unit's accounting functions which involves purchase requisitions, shopping carts, work orders, school facility requisitions (SFs), purchase order (PO)/non-PO requests, SF invoices, retainage, change orders, credit card processing, journal entries, asset settlements, and month, quarter, and year-end closing.
4. Administer and coordinate the single point clearing and oversight functions, as required by Nevada Administrative Code (NAC), Nevada Revised Statutes (NRS), District policy, and regulation on all capital-funded activities.
5. Administer and facilitate the necessary financial and data management activities between the Facilities Services Unit, Business and Finance Unit, other District divisions, schools, and outside agencies to meet the capital program goals.
6. Prepare and maintain the District's five (5)-year capital plan.
7. Oversee and administer the preparation of financial status reports on the capital-funded programs distributed to the Clark County School District Board of Trustees, Bond Oversight Committee, the Oversight Panel for School Facilities, and the Debt Management Commission.
8. Coordinate and consult with other District departments, government agencies, contractors, architects, consultants, and auditors on financial and data sharing needs.
9. Supervise and evaluate the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
10. Assist assigned internal audit staff and outside professional auditors with auditing activities to include oversight of remedial actions needed in response to audit suggestions.
11. Administer and coordinate activities required to order, track, and maintain budgets for all necessary furniture and equipment in new and renovated schools.
12. Administer the preparation and evaluation of reports, schedules, and statistical data related to capital project budgets as a planning and project management tool.
13. Administer the preparation of project budgets for long-term capital projects and submit annual budgets for the capital-funded program.
14. Assist in the determination of timing and sizing of bond sales. Prepare cash flow projections of expenditures and revenues for the capital program.
15. Provide cash management and investment information related to the capital program to assist those activities of the District.
16. Assist with the development of the District's Annual School/Facility Assessment and Capital Master Plan to include budget approval and monitoring of the plan's progress as related to the District's capital-funded programs.

17. Assist with the development of a bond marketing plan, applying knowledge of bond rating, state regulations and District policies, regulations, and procedures related to general obligation school construction bonds.
  18. Assist with developing, recommending, and interpreting regulations and policies and procedures pertaining to capital funds.
  19. Perform other duties related to the position, as assigned.
- 

## **Position Expectations**

1. Demonstrated knowledge of public works construction, related statutes and terminology, and knowledge of the construction industry, to include practices and terminology.
  2. Demonstrated knowledge of governmental accounting, fund accounting, financial accounting, cost accounting, and fixed asset accounting principles, as related to capital funds.
  3. Demonstrated knowledge of NAC and NRS.
  4. Ability to administer the necessary accounting, budget, financial, and data requirements of a successful, comprehensive capital program.
  5. Ability to work cooperatively with District personnel, audit professionals, outside contractors, architects, and representatives of community agencies and organizations.
  6. Ability to communicate effectively both orally and in writing.
  7. Ability to provide financial related information to media, public, and other local governmental agencies, as requested or needed and compile financial information for administrative use.
  8. Knowledge of relational database fundamentals and financial data calculations.
- 

## **Position Requirements**

### **Education and 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 and Certifications**

None specified.

## **Experience**

1. Satisfactory service in corresponding or related positions or at least five (5) years successful supervisory experience related to the administrative position.
2. A minimum of four (4) years of experience in preparing and monitoring large public works construction project budgets.
3. A minimum of two (2) years' experience in construction project accounting and job costing,
4. A minimum of at least two (2) years' experience managing large databases of financial-related data.
5. A minimum of two (2) years of supervisory experience.

## **Preferred Qualifications**

1. Successful experience in administering financial, budget, and data activities related to capital projects.
2. Ability to communicate accounting and auditing principles to non-financial administrators.
3. Ability to work effectively with District staff and representatives of state, federal, local regulatory agencies, and community agencies.
4. Exhibit professional manner appropriate to the position.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## **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, or 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: 05/02/22
- Created: 12/04/08