

Coordinator III, Administrative Assistant, Bond Administration

Position Details

Job Code: U7402

Reference Code: A550

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the Administrative Assistant/Bond Administrator and 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. Assist the Chief Financial Officer in addressing and resolving issues and concerns, including primary responsibility for written communications.
2. Prepare all necessary documentation for Clark County School District bond issues, including bond refinancing. Serve as the primary contact working with the District's financial advisor and bond counsel, as well as District staff.
3. Prepare agenda materials for the Business and Finance Unit, including presentations for the Chief Financial Officer, for meetings, and work sessions of the Clark County School District Board of Trustees.
4. Prepare audit responses including, but not limited to: internal audits, external audits such as performance audits by outside firms and the Legislative Counsel

- Bureau, the Nevada Department of Education's (NDE) annual enrollment and attendance audit, and Internal Revenue Service (IRS) audits of bond issues.
5. Prepare Business and Finance Unit agenda materials for meetings of the Board's Audit Advisory Committee.
 6. Prepare Business and Finance Division Unit responses for the Board's monitoring reports.
 7. Prepare the annual indebtedness report that is submitted to the Nevada Department of Taxation, the Clark County Debt Management Commission, and the Legislative Counsel Bureau.
 8. Participate in meetings of the Oversight Panel for School Facilities and prepare its biennial report to the Legislature regarding recommendations for financing of school facilities.
 9. Respond to concerns and inquiries from the public that are submitted to the Board of Trustees or Superintendent on Behalf of the Chief Financial Officer.
 10. Serve on various committees to address various division and Clark County School District issues.
 11. Work with various District divisions to address and resolve issues regarding District policies and regulations.
 12. Assist Business and Finance Unit administrators in addressing and resolving issues and concerns.
 13. Assist with implementation of the unit's and District's mission and commitments.
 14. Assist with liaison responsibilities with other departments and divisions, as assigned.
 15. Assist with special projects and programs, as assigned.
 16. Develop and update handbooks and other documents specific to the Business and Finance Unit.
 17. Review and prepare financial and statistical information, as requested.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

1. Ability to communicate effectively both orally and in writing.
2. Ability to work cooperatively with other administrators, licensed personnel, and support professionals in schools, as well as in other departments in the District.
3. Ability to work effectively with parents/guardians, community members, and personnel from other agencies.
4. Knowledge and understanding of broad community issues.
5. Knowledge and understanding of state educational requirements and legal implications.

6. Knowledge and understanding of District policies, regulations, procedures, and standards.
 7. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business, public administration, or an education-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 corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) years' experience working in a municipal and/or education sectors to include a minimum of two (2) years' experience working with bond programs/issuance.

Preferred Qualifications

None specified.

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: 04/20/22
- Created: 12/17/08