

Coordinator III, Administrative Services

Position Details

Job Code: U7402

Reference Code: A732

Division/Unit: Education Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

The position is responsible for activities related to providing administration, fiscal oversight, service, and assistance to Education Services Division (ESD) departments, schools, and programs. This position supervises the Office of Accounting and Budget Services and is directly responsible to the Assistant Superintendent, ESD, College, Career, Equity, and School Choice Unit (CCESCU).

Essential Duties and Responsibilities

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

1. Assist the Assistant Superintendent in developing, establishing, monitoring, and managing assigned division, school, and program budgets.
2. Assist division site administrators in budgeting and accounting for general funds in accordance with Clark County School District, state, and federal guidelines and regulations.
3. Assist the Assistant Superintendent and division site administrators in resolving personnel issues.

4. Develop and recommend financial management actions to include budget changes, expense adjustments, and appropriation transfers for all division budgets.
5. Facilitate the development of timely and accurate information and analysis to support fiscal management decisions of all division budgets.
6. Coordinate with and assist the Assistant Superintendent, site administrators, and program directors/specialists in researching and identifying alternative funding sources and developing, writing, and administering entitlement and competitive grant programs.
7. Provide assistance in grant application development to include program description, budgets, and forms and assurances.
8. Prepare and submit grant amendments and reports in accordance with funding agency guidelines.
9. Coordinate with the Director of Adult Education to develop, prepare, submit, administer, monitor, and audit the Department of Adult Education grant.
10. Coordinate with the Director of Corrections to develop, prepare, submit, administer, monitor, and audit the Adult Education Corrections grant.
11. Coordinate with the Director of the Regional Professional Development Program (RPDP) to develop, prepare, submit, administer, monitor, and audit the RPDP grant.
12. Work with appropriate District, Nevada Department of Education (NDE), and the Department of Corrections representatives regarding financial and programmatic compliance issues.
13. Develops procedures to maintain compliance with District, state, and federal programmatic and fiscal guidelines, timelines, and deadlines.
14. Maintain electronic and other necessary general fund and grant files.
15. Coordinate with program, District, state, and federal funding agency personnel to match program activities and needs with funds agency objectives.
16. Initiate documents for presentation to the Clark County School District Board of Trustees and outside agencies.
17. Conduct programmatic and fiscal analysis and prepares interim and final reports in accordance with guidelines, as required.
18. Conduct periodic audits, as required/requested, of division budgets and programs.
19. Serve as the liaison with funding agency officials and represents the division in negotiations for grants and gifts and in ongoing communications with funding agency representatives.
20. Supervise assigned administrative and support professional employees.
21. Perform other duties related to the position, as assigned.

Position Expectations

1. Demonstrated knowledge of the accounting model and financial definitions relating to financial reporting.
 2. Demonstrated knowledge of District, federal, and state policies, regulations, and/or statutes as they relate to grants.
-

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 a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years' experience in finance or other directly related field in a management capacity.
3. A minimum of four (4) years' supervisory experience related to the position.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

1. Certified Public Accountant (CPA).
2. Government finance experience.
3. Master's Degree from an accredited college or university.
4. Hold or be able to acquire, by time of appointment to the position, appropriate Nevada school administrative endorsement.
5. Currently serving as a licensed or professional-technical administrator or have previously demonstrated at least three (3) years of successful licensed teaching experience in an accredited K-12 public or private school (five (5) years of successful licensed teaching experience in an accredited K-12 public or private school is strongly preferred).

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: 03/14/16