

Coordinator III – Administrative Assistant

Position Details

Job Code: U7402

Reference Code: A085

Division/Unit: Facilities Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position functions to accomplish multiple public works projects at existing Clark County School District facilities through the management and coordination of approved design professionals and contractors to ensure compliance with programmed budgets, schedules, plans, specifications, statutes, and regulations. This position is directly responsible to Chief of Facilities, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Assists the Chief of Facilities, in addressing and resolving issues and concerns, including primary responsibility for written communications and presentations in response to requests for information from various sources.
2. Prepares agenda materials for the Facilities Services Unit, including presentations for the Chief of Facilities, for the Clark County School District Board of Trustees regular meetings and work sessions, the District's bond oversight committee, the oversight panel for school facilities, and other public meetings.

3. Primary responsibility for managing the dissemination of information to various constituents regarding construction and modernization projects in written form and via the internet.
4. Coordinates the work of Facilities Services Unit administrators in preparing reports and presentations and responses to requests for information from various internal and external constituents.
5. Prepares reports and presentations for the associate superintendent, for The Board of Trustees, the Superintendent of Schools, the deputy superintendent, school associate superintendents (SAS), the capital planning group, and other internal individuals and groups of constituents.
6. Maintains a database of current information regarding maintenance and capital improvement projects including, but not limited to: presentations, schedules, budgets, plans, and progress photos.
7. Prepares audit responses and compiles information; prepares reports in response to requests for information related to internal audits and external audits.
8. Gathers information and prepares reports in response to requests for information from the media, Legislative committees, and Nevada Labor Commissioner.
9. Gathers information and prepares reports regarding maintenance and capital improvement programs in support of the community and government relations department.
10. Prepares Facilities Services Unit materials for distribution to the public and media through websites and web pages designed to provide information regarding the District's maintenance projects and construction projects.
11. Procures and coordinates the work of external resources for photography, videography, graphic design, web site design, printing, and other production resources.
12. Responds to concerns and inquiries from the public that are submitted to the Board of Trustees or Superintendent on behalf of the Chief of Facilities.
13. Serves on various committees to address unit and District issues.
14. Maintains a calendar of periodic reports that are regularly prepared by the office of the Chief of Facilities and ensures that submission deadlines are met.
15. Works with various divisions to address and resolve issues regarding District policies and regulations as they relate to the Facilities Services Unit.
16. Coordinates work with the secretary to the Chief of Facilities to ensure timeliness and accuracy of communications within the division.
17. Prioritizes work based upon importance and effective support to the unit and the District.
18. Assists Facilities Services Unit administrators in addressing and resolving issues and concerns.

19. Assists with implementation of the unit and the District's mission and commitments.
 20. Assists with liaison responsibilities with other departments and divisions, as assigned.
 21. Assists District departments with special projects and programs, as assigned.
 22. Develops and updates handbooks and other documents specific to the Facilities Services Unit.
 23. Reviews and prepares financial and statistical information, as requested.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and understanding of broad community issues.
 2. Knowledge and understanding of state educational requirements and legal implications.
 3. Knowledge and understanding of District policies, regulations, procedures, and standards.
 4. Ability to communicate effectively both orally and in writing.
 5. Ability to develop effective presentations using Microsoft PowerPoint
 6. Ability to design and create effective reports and presentations that present plans, analyses, statistics, financial data, charts, tables, maps, and photos in graphic form.
 7. Ability to proofread documents; correct spelling, grammar, form, and content errors.
 8. Ability to work cooperatively with other administrators, licensed personnel, and support professionals in schools, as well as in other departments in the District.
 9. Ability to control sensitive information and exercise good judgement in confidential matters.
 10. Ability to work effectively with parents/guardians, community members, and personnel from other agencies.
 11. 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

None specified.

Experience

Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.

Preferred Qualifications

Master of Business Administration (MBA) 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.

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: 12/14/16