

Director II, Office of the Chief Operating Officer

Position Details

Job Code: U7101

Reference Code: A007

Division/Unit: Operational Services

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 support day-to-day operations for the Chief Operating Officer and the Operational Services Unit consisting of the following departments/divisions: Food Service, Risk and Environmental Services, Transportation, Purchasing, Warehousing, Mail Service, and Graphic Arts (PWMG), Facilities Services Unit, Technology and Information Systems Services (TISS) Division, and Vegas PBS by analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options, and implementing both technical and functional solutions. The position also manages the multifarious daily tasks associated with the Operational Services Unit's purview and tracks the issues to completion. This position is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Provides guidance to OSU staff to include; interpretation and implementation of Clark County School District policies, regulations, procedures, and financial

- analyses through daily, written and verbal communication with the department/division administrators and their staff.
2. Participates in the bond refinancing and refunding for the District. Reviews and approves reports for the Department of Taxation, Legislative Counsel Bureau, Debt Management Commission, and oversight panel for school facilities, etc.
 3. Compiles, prepares, and provides an analysis of information submitted by OSU staff.
 4. Compiles, prepares, reviews, and submits agenda materials to the Clark County School District Board of Trustees; reviews and approves materials for the Bond Oversight Committee, Audit Advisory Committee, and Capital Planning Group.
 5. Serves as the primary OSU contact for the Bond Oversight Committee, Audit Advisory Committee, Legislative Counsel Bureau, Debt Management Commission, and the Intrastate Mutual Aid Committee.
 6. Provides input into the development of the Capital Improvement Plan; reviews and provides input on the tentative budget, final budget, and amended final budget through analysis and completion of the Unit's budget input.
 7. Provides documents and/or reports for state, federal, and local governmental agencies, as appropriate.
 8. Prepares written communication on behalf of the Chief Operating Officer.
 9. Compiles, prepares, and submits responses to requests for information (RFI) from the state, the Board, media, collective bargaining groups, etc.
 10. Develops and administers departmental budgets.
 11. Analyzes budget request allocations from departments/divisions within the OSU.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of District policies, regulations, procedures, and standards as they relate to the operational functions of the District.
2. Knowledge of Nevada Revised Statutes (NRS) as they relate to the operational functions of the District.
3. Functional and technical knowledge of transportation, food service, purchasing, risk and environmental services, budgeting, accounting, and general knowledge of governmental accounting standards.
4. Knowledge of applicable debt management laws and the ability to read financial statements.
5. Ability to coordinate and direct operational functions of the Unit.
6. Ability to prepare presentations and School Board-related materials.

7. Ability to interpret, explain, and implement District policies and procedures, NRS, and Securities Exchange Commission (SEC) rules and regulations.
 8. Ability to research and interpret complex financial information.
 9. Ability to understand budget development.
 10. Ability to communicate effectively both orally and in writing. Ability to communicate operational data to internal and external stakeholders.
 11. Ability to understand cash flow and debt issuance.
 12. Ability to work with executive-level staff members and possess strong interpersonal and relationship-building skills.
 13. Ability to meet deadlines and track multiple projects.
 14. Ability to explain and wrap context around data.
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Position Requirements

Education and Training

An earned master's degree from an accredited college or university in human resources management, business, public administration, or a closely related field; or, An earned bachelor's degree from an accredited college or university and at least five (5) years successful experience related to the position may be substituted for the master's degree requirement; 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 have five (5) years' of successful supervisory experience related to the administrative position.
2. Five (5) years' of progressively responsible experience with Clark County School District policies, regulations, and financial reporting.

Preferred Qualifications

Two (2) years' experience with bond fund finance.

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: 04/13/22
- Created: 05/04/18