



Executive Manager/Director II, Office of the Superintendent

Position Details

Job Code: U7101

Reference Code: A003

Division/Unit: Office of the Superintendent

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position, under the direction of the Superintendent of the Clark County School District, is responsible to perform highly confidential and administrative support duties to relieve the Superintendent of a variety of administrative details. This position is directly responsible to the Superintendent of Schools.

Essential Duties and Responsibilities

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

1. Manage, supervise office support professionals, and ensure smooth and efficient office operations and compliance with established regulations, policies, and procedures.
2. Maintain confidentially of privileged and sensitive information.
3. Manage and maintain the District policies and regulations process and interpret to officials, staff, and the public.
4. Manage and maintain the Clark County School District Board of Trustees agenda items submitted by Executive Cabinet.

5. Provide information to officials, teachers, parents/guardians, organizations, and others concerning office functions and District policies, procedures, and regulations; communicate with other offices to obtain and disseminate information and documents.
 6. Manage, plan, coordinate, and organize office activities and coordinate flow of communications and information for the Superintendent.
 7. Initiate and receive telephone calls; respond to request, complaints, and questions from officials, staff, and the public; represent the District by phone and written communication; resolve issues, as appropriate.
 8. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, Board of School Trustees agenda items, packets, statistical data, memoranda, bulletins, newsletters, lists, and other materials, as directed.
 9. Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
 10. Attend a variety of meetings including staff, Board, and Executive Cabinet; serve as Management Representative at District Management meetings, take attendance and minutes at meetings, as directed.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of functions and secretarial operations of a school district Superintendent's office.
 2. Knowledge of District organization, operations, policies, and objectives.
 3. Knowledge of applicable laws, codes, regulations, policies, and procedures.
 4. Oral and written communication skills.
 5. Interpersonal skills using tact, patience, and courtesy.
 6. Ability to work confidentially with discretion.
 7. Ability to organize complex material and summarize discussions and actions taken in report form.
 8. Ability to understand and resolve issues, complaints, or problems.
 9. Ability to compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
 10. Ability to ensure efficient and timely completion of office and program projects and activities.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university in business administration or a related field or currently serving as a professional-technical employee with the Clark County School District.
2. Completion of advanced courses in management.

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 of increasingly responsible office administration experience.

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: 04/13/22
- Created: 12/09/10