

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**COORDINATOR III – RESOURCE MANAGEMENT**

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Reference Code: A723

Division: Student Support Services

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to support the development, monitoring, amendment, and submittal of division grants and special budgets. This position is directly responsible to the Director, Grants Development and Administration Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Collaborate in the development of grants and budgets; advise and assist in the preparation, development, and filing of grant budgets and amendments; provide consultation and technical assistance according to established laws, regulations, policies, and procedures.
2. Create a variety of budgetary data; establish and maintain records concerning grant budgets and budgetary amendments; prepare final automated budget appropriation, transfer, and amendment forms for submittal to the Budget Department.
3. Review and analyze regular and periodic budget reports to ensure accuracy, completeness, and compliance with established standards and requirements; identify areas of concern, perform necessary adjustments, and provide recommendations concerning budget transfers; process budget transfer requests according to established guidelines and procedures.
4. Review Title I information, budgetary data, and reports to ensure proper disbursement of grant budgets to program personnel; identify and notify administrators of compliance issues and recommend corrective actions, as appropriate.
5. Coordinate, oversee, and participate in the research, assembly, and compiling of a variety of technical information related to budget development, amendment, and related functions.
6. Compile information and prepare and maintain a variety of records, reports, and files related to budgets, transfers, grants, schedules, funding sources, programs, and assigned activities.
7. Attend and participate in a variety of meetings, as assigned,
8. Supervise and evaluate the performance of assigned staff.
9. Perform other duties related to the position, as assigned.

**POSITION EXPECTATIONS:**

1. Knowledge of practices, procedures, and techniques involved in the development, monitoring, amendment, and submittal of division grants and special budgets.
2. Knowledge of accounting practices, procedures, and terminology.
3. Knowledge of District policies and procedures concerning budget development, amendment, and filing functions.
4. Knowledge of state guidelines and requirements concerning grant-funded programs and projects.
5. Ability to communicate effectively both orally and in writing.
6. Ability to analyze financial data and prepare reports and recommendations.
7. Ability to collaborate with administrators in the development of grants and budgets.
8. Ability to establish and maintain cooperative and effective working relationships with others.

**POSITION REQUIREMENTS:**

Education, Training:

An earned bachelor's degree from an accredited college or university in accounting, finance, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses, 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. Three (3) years increasingly responsible experience including budget development and amendment and work with automated financial records.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.