

Director II, Central Information Systems (CIS)

Position Details

Job Code: U7101

Reference Code: A284

Division/Unit: Technology and Information Systems 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 as the responsible line administrator to provide a single coherent voice and vision for the planning, design, programming, and testing and evaluation of all software applications associated with CIS. This position is directly responsible to the Chief Information Officer, Technology and Information Systems Services (TISS) Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Establish standards to which the application developers must adhere, providing an enterprise-wide set of standards and development processes.
2. Oversee the daily activities of the Clark County School District's various enterprise-wide application development efforts including, but not limited to, financial accounting (i.e., budgeting, purchasing, fixed assets), student systems (i.e., student information, testing), web development, and staff resource systems, (i.e., human resources (HR), payroll).

3. Supervise, assign projects, and evaluate staff to maintain optimum performance of duties.
 4. Coordinate a close relationship with the client to assist in development of standard components of an information system.
 5. Synchronize application development activities within the division to avoid scheduling conflicts and to ensure consistency.
 6. Evaluate and recommend state-of-the-art development tools for use with the applications development environment to achieve the most efficient mix of system design and software development tools.
 7. Manage budgets.
 8. Perform other duties related to the position, as assigned.
-

Position Expectations

1. Must demonstrate excellent customer service and professional skills and business acumen.
 2. Knowledge of managing large software development projects and managing several large projects simultaneously.
 3. Knowledge of how software is developed and tested.
 4. Knowledge of how software is placed into production and monitored.
 5. Substantial knowledge with student information systems, business systems, Enterprise Resource Planning (ERP) systems, or web-based applications.
 6. Ability to manage many demanding, high-priority tasks simultaneously.
 7. Ability to manage large technical projects from planning through implementation and operation.
 8. Ability to communicate current and future software needs of the District.
 9. Ability to communicate complex technical issues in less technical terms so that those impacted by the issues can understand them.
-

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Management Information Systems (MIS), Computer Science (CS), or in a related field 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 position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of experience in application development and management of enterprise-wide systems including at least three (3) years of successful supervisory experience in a technology related position.

Preferred Qualifications

Degree in MIS 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: 02/10/23
- Created: 09/22/08