

# Coordinator III, Administrative Assistant-Technology and Information System Services

## Position Details

Job Code: U7402

Reference Code: A567

Division/Unit: Technology and Information System Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

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## Position Summary

This position serves as an administrative assistant to the Chief Information Officer. This position is directly responsible to the Chief Information Officer, Operational Services Unit.

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## Essential Duties and Responsibilities

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

1. Assist in resolving issues and concerns.
2. Assist with implementation of the division's mission and commitments.
3. Assist with liaison responsibilities with other departments, as assigned.
4. Assist with the preparation of reports.
5. Assist with special projects and programs, as assigned.
6. Develop and update handbooks and other documents.
7. Perform other duties related to the position, as assigned.

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## Position Expectations

1. Ability to work cooperatively with other administrators, licensed personnel, and support professional personnel in schools as well as in other departments in the Clark County School District.
  2. Understanding and sensitivity to the cultural diversity of the community as it relates to the affirmative action goals of the District.
  3. Knowledge and understanding of broad community issues.
  4. Knowledge and understanding of District policies, regulations, procedures, and standards.
  5. Knowledge and understanding of state educational requirements and legal implications.
  6. Ability to communicate effectively both orally and in writing.
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## Position Requirements

### Education and Training

An earned bachelor's degree from an accredited college or university 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 at least five (5) years successful supervisory experience related to the administrative position.

### 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: 05/03/22
- Created: 12/18/08