



Coordinator III, Project Manager – Technology and Information Systems Services

Position Details

Job Code: U7402

Reference Code: A570

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for providing assistance to the various functions of technology projects. This position will serve as a ~~single~~ point of contact for technology projects to monitor the progress of all projects, track project issues to ensure they are resolved in a timely manner, coordinate activities across projects, act as a single point of assistance and reference for individual projects, communicate progress status and general project information, and ensure that budgets are continually monitored. This position is directly responsible to Director, Technology and Information Systems Services (TISS), Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Continual monitoring of multiple projects to track project timelines and budgets; provide feedback to project teams.

2. Communicate to project managers and Chief Information Officer when necessary and in a timely manner when projections indicate they are behind schedule and/or over budget.
 3. Meet regularly with leadership of various projects to determine issues and needs.
 4. Determine level of client satisfaction with implementation of projects and services; provide quality control and assurance.
 5. Ensure that appropriate resources are available to projects, when needed.
 6. Create overall strategy, schedules, and program standards for gathering data for monitoring progress of budgets and timelines.
 7. Coordinate activities among projects, units, and resources.
 8. Supervise and evaluate the performance of assigned staff.
 9. Perform other duties related to the position, as assigned.
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Position Expectations

1. General knowledge of mid- to high-level of various information technologies such as computers, routers, servers, and software placed in a K-12 educational environment.
 2. Ability to coordinate disparate projects simultaneously.
 3. Ability to gather information from various sources and communicate effectively to stakeholders and others.
 4. Knowledge of scope of various technology projects within the Clark County School District.
 5. Knowledge of budgeting and resource allocation procedures.
 6. Ability to communicate effectively to customers, project teams, and administrators.
 7. Ability to build working relationships among disparate units.
 8. Ability to exercise independent judgment.
 9. Ability to plan, develop, and monitor work procedures.
 10. Ability to understand project plans, specifications, and contracts.
 11. Ability to prepare clear and concise documentation, user procedures, reports, and other printed material.
 12. Ability to develop, manage, and coordinate large budgets.
 13. Ability to coordinate activities across projects.
 14. Ability to develop and maintain an effective working relationship with employees, vendors/contractors, and customers.
 15. Possess strong analytical, critical, and persuasive skills.
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Position Requirements

Education and Training

Earned a bachelor's degree from an accredited college or university in the Science, Technology, Engineering, and Math (STEM) field, Public Relations, Communications, Web Graphic Design/Art or Digital marketing, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Minimum of two (2) years Web presence and/or technology management experience.
3. Four (4) years' participating in a variety of technology projects.

Preferred Qualifications

1. Familiar with design research methodologies.
2. Bi-lingual Spanish.

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: 08/17/23
- Created: 12/17/08