

Enterprise Technology Officer, Technology and Information Systems Services Division (TISS)

Position Details

Job Code: U7379

Reference Code: A638

Division/Unit: Technology and Information Systems Services

Classification: Professional-Technical

Terms of Employment: [At-Will, Equivalent to Step 46 of the Unified Administrative Salary Schedule](#), 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to provide executive level leadership, direction, and continuous quality improvement to the implementation and execution of technology related support services, projects/programs, training, and end user resources/solutions across the Clark County School District enterprise and ensure technology support, projects/programs, training, and end user resources/solutions are delivered in the most effective and efficient manner. This position is also responsible for leading the Information Technology (IT) Project Management Office in executing projects and programs to add value to achieving the strategic technology goals of the TISS Division and the District. The person selected for this position is directly responsible to the Chief Information Officer (CIO), TISS Division, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Support the CIO in the planning and development of integrated IT strategies, plans, solutions, and budgets that support the District's mission, goals, and objectives.
2. Provide executive leadership, guidance, coaching, mentoring, and support for TISS Division directors and managers.
3. Provide executive leadership and planning of critical enterprise IT solutions, support, testing, and training processes.
4. Provide executive leadership and planning for the oversight of classroom and end user technology deployments.
5. Provide regular reports on technology related support, projects, testing, and training performance.
6. Encourage and support collaboration between internal and external departments and divisions.
7. Work in a collaborative manner with other leadership roles throughout the CCSD enterprise in identifying and implementing the most effective and efficient technology solutions, support, and training for local school and central office utilization.
8. Attend required District level leadership and staff meetings.
9. Lead the direction of TISS to be consistent with current IT related industry standards and best practices.
10. Evaluate the performance of technology support and project management staff, technology solutions, and processes with an emphasis on continuous improvement and industry standard best practices throughout the organization.
11. Develop and lead the IT Project Management Office as a "Center of Excellence", ensuring quality, consistency and oversight of projects across the enterprise by developing and maintaining the project management governance (methodologies, standards, and tools).
12. Develop and review division/department policies, standards, and procedures, and monitors compliance.
13. Compile, analyze, and interpret data necessary to prepare reports and written communication for the Superintendent and CIO.
14. Manage the division budget including monitoring for personnel requirements, determining requirements for hardware/software maintenance and purchases, and other technology needs.
15. Oversee recruiting, hiring, onboarding, logistics, and facility management, customer service, and request for proposal (RFP) development for TISS Division and work collaboratively with business units on District technology initiatives.
16. Analyze, interpret, and make recommendations regarding data necessary to prepare reports for the CIO.

17. Perform other duties related to the position, as assigned.

Position Expectations

1. Leadership skills and project management experience to lead an effective technology support organization
 2. Excellent organizational and personnel management skills and the ability to build high performing teams.
 3. Ability to execute continuous quality improvement plans aimed to increase effective utilization and operation of the District's technology initiatives.
 4. Knowledge of project, program, portfolio, and change management practices and associated methodologies, techniques, processes and approaches (i.e. Project Management Methodology).
 5. Knowledge of resource management tools.
 6. Exhibits strategic thinking and the ability to manage multiple goals and deadlines in the context of the big picture.
 7. Ability to mentor, coach, and effectively transfer knowledge to others.
 8. Exhibits facilitation, negotiation, and problem resolution skills.
 9. Ability to build a strong network and relationships at executive levels with technology and solutions, customers, and vendor groups.
 10. Ability to communicate clearly both orally and in writing; possess excellent verbal, written, and presentation skills to non-technical audiences.
 11. Possess personal characteristics including, but not limited to: poise, judgment, perspective, integrity, flexibility, sound judgment, professionalism, business acumen, resilience, and resourcefulness.
 12. Possess a high degree of skill in conflict management, collaboration, and problem solving.
 13. Excellent analytical skills.
 14. Possess effective skills in planning, organizing, and directing activities.
 15. Ability to work cooperatively with other departments within the District and with other agencies, both state and national.
 16. Knowledge and understating of scope of various technology projects across the District.
 17. Knowledge of current national research on technology and information systems topics and issues.
 18. Knowledge of applicable laws, codes, regulations, policies, and procedures.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Information Systems, Finance, Business Administration or a technology related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

Active Project Management Professional (PMP) or Certified Project Manager (CPM) certification or equivalent.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Ten (10) years of experience working within a large IT organization.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

Experience working within a large K-12 IT organization.

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: 11/07/22
- Created: 11/07/22