

Director IV – Technology Information Systems

Position Details

Job Code: U7103

Reference Code: A750

Division/Unit: Technology and Information Systems

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the Executive Director over implementation of Technology and Information Systems Services (TISS) projects. This position is directly responsible to the Chief Technology Officer, 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. Leads districtwide technology implementation efforts ensuring all necessary facilities, supplies, and resources are available for TISS. This involves controlling and monitoring nine (9) critical areas in any implementation process: Scope, Schedule, Resources, Cost, Risk, Communication, Quality, Contract, and Integration.
2. Develops, coordinates, oversees, and monitors a comprehensive, coordinated, districtwide information security plan.
3. Demonstrates the ability to work in a public-sector environment where security programs must integrate with the Clark County School District's mission.
4. Develops and implements information technology security programs.

5. Manages vendor agreements and communications.
 6. Assists in the development and consistent management of detailed project work plans within TISS.
 7. Develops and reviews division/department policies and procedures.
 8. Establishes a training/change management infrastructure that provides continuous access to system implementation resources and support.
 9. Serves as liaison with other departments and divisions, communicating regularly to ensure maximum efficiency in the delivery of services to schools.
 10. Provides direct supervision and evaluation of programs and staff.
 11. Maintains knowledge of personnel matters, school and central office operations, budget, and parent/guardian and community involvement.
 12. Recognizes and understands applicable laws, codes, regulations, policies, and procedures.
 13. Be aware of current national research on technology and information systems topics and issues.
 14. Coordinates employee assignments to maximize service and streamline responsiveness to District divisions, schools, work sites, and outside agencies.
 15. Compiles, analyzes, and interprets data necessary to prepare reports for the Superintendent and Chief Information Officer.
 16. Implements the District's vision of continuous review and improvement of processes and procedures throughout the division.
 17. Interprets District regulations, policies, and Nevada Revised Statutes (NRS) for District personnel, students, parents/guardians, and agencies, or refer inquiries to appropriate entities.
 18. Participates with staff from the District's Purchasing Department in negotiating districtwide contracts.
 19. Performs other duties related to the position, as assigned.
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Position Expectations

1. Must demonstrate excellent customer service and professional skills and business acumen.
2. High-level knowledge of the District's financial and/or human resources (HR) processes.
3. Knowledge of local area networks (LANS), wide-area networks (WANS), server systems, and the design and integration of complex systems requiring their use as they relate to financial and HR functions.

4. Ability to communicate technical information effectively to non-technical audiences and to illustrate project goals and progress to other departments/divisions, and agencies outside the District.
 5. Ability to plan, organize, prioritize, work independently, and create highly professional written work.
 6. Skill in dealing with professionals in the District and the public.
 7. Effective communication, collaborative, and interpersonal skills.
 8. Excellent verbal, written, computer, and presentation skills.
 9. Demonstrated ability to work effectively with school and administrative personnel, peers, parents/guardians, and community members.
 10. Effective skills in planning, organizing, and coordinating activities.
 11. Interpersonal skills using tact, patience, and courtesy.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in a related field (i.e., Computer Science (CS), Management Information Systems (MIS), Business Administration) or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Have previously demonstrated at least seven (7) years of information technology (IT) supervisory and management experience with at least five (5) years in management with responsibility for IT security in a large enterprise.
3. Experience managing the development, implementation, and management of object-oriented software systems to include functional knowledge of object-based programming languages.
4. Experience in the development, implementation, and management of Web services including forms processing systems.
5. Experience in the development, implementation, and management of database management systems (DBMS) and structured query language (SQL).
6. Experience with student (IS) and parent/guardian communication tools.

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: 02/10/23
- Created: 12/18/09