

**COORDINATOR II, INSTRUCTIONAL WEB DESIGNER/LEARNING MANAGEMENT SYSTEM
VEGAS PBS
A980**

This selection process is open until filled.

THE POSITION

The person selected for this **professional-technical position** will serve as a unified employee working as an Instructional Web Designer/Learning Management System Coordinator for Vegas PBS Online Education. This person will serve as a team member of the Workforce Training & Education Development Department of Vegas PBS and is responsible for working with and supporting commercial and local content providers, custom portal development for clients of Vegas PBS, general web information and ease of navigation, social media marketing efforts, and assisting students. The person selected for this position reports directly to the Director of Workforce Training & Economic Development at Vegas PBS. **This position is paid for by Vegas PBS – generated funds and will have no impact to the General Fund.**

RESPONSIBILITIES

1. Works with curriculum teams to develop and deploy online and video curriculum.
2. Ensures the Web coding and link integrity for Vegas PBS Online education and its custom training portals for clients.
3. Writes scripts and programs to enhance the content with search engines, animation, forms, graphics, and social media.
4. Interprets issues, ideas, and concerns and create website design-turn concepts into reality in the Learning Management System.
5. Assists with the alignment of software/Internet resources to curriculum, articulated by Vegas PBS clients and providing instructional solutions.
6. Coordinates with production for Web cast of the online curriculum and professional development for client companies and their staff.
7. Provides consultation and training services to partner agencies, content experts and client administrators, and human resource teams on application and implementation of Web technologies.
8. Ensures user acceptance by soliciting their involvement on designs, functionality, and testing; maintains communications with end-users to ensure systems continually meet user expectation.
9. Develops, implement, and manage special projects.
10. Performs other duties related to the position, as required/assigned.

MINIMUM QUALIFICATIONS

1. Currently serving as a professional-technical employee with the Clark County School District or have a Bachelor's degree from an accredited college or university.
2. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.
3. Successful experience in a related field and/or three (3) years of professional work experience in Web design and programming.
4. Knowledge and experience in instructional Web design and Internet protocols, and Learning Management Systems.
5. Knowledge of Cascading Style Shells (CSS) and Hypertext Markup Language (HTML5).
6. Knowledge of proper use of and experience with the following media/file types; Graphic Interchange Format (GIF), Portable Network Graphics (PNG), Moving Picture Experts Group (MP4), Video compression (H.263), WebMedia (WEBM), Shockwave Flash (SWF), Macromedia Flash (File Extension) (FLA), WebPhoto (WEBP).
7. Demonstrated experience in graphic applications.
8. Demonstrated experience in streaming media applications.
9. Success in working with multimedia applications.
10. Experience with the application of Dreamweaver and Fireworks as it pertains to enhanced Web site design.

PREFERRED QUALIFICATIONS

1. An earned degree from an accredited college or university preferably in related field (i.e. computer science, computing and information technology, graphic technology, communications).
2. Degree with emphasis in Web design.
3. Experience with Oracle Learning Management System, WebCT, and Centra Symposium software.
4. Demonstrated experience in team leadership.
5. Demonstrated experience in designing and managing Web sites and training portals.
6. Demonstrated experience in 3-D design.
7. Demonstrated experience in commercial art; design and development.

POSITION EXPECTATIONS

1. Coordinate and manage Web content used in Learning Management System, to include development, import, and testing.
2. Ability to communicate technical information effectively to non-technical audiences.
3. Ability to plan, organize, prioritize, and work independently as well as part of a team.
4. Ability to work under pressure and to meet deadlines.
5. Ability to manage several projects/programs simultaneously and maintain high quality service while meeting the goals.
6. Researches, analyzes, and identifies communication needs and stay current on latest trends in design and technology.
7. Understand Learning Management Systems and training development software/programs.
8. Effective presentation and workshop facilitation skills.
9. Effective communication, collaborative, and interpersonal skills.
10. Effective skills in planning, organizing, and coordination activities.
11. Skilled in dealing with teachers, staff, administrators, and community leaders.
12. Strong oral and written communication skills.
13. Ability to work flexible hours.

SALARY

This is a twelve-month position with placement on Range 39 (\$62,856-\$84,324) of the Unified Administrative Salary Schedule. Placement will be made in accordance with Clark County School District Administrative Regulation 4291 (Placement and Advancement on the Unified Administrative Salary Schedule). Placement higher than Step C (\$69,336) SHALL NOT be granted to professional-technical employees (non-licensed administrators) new to the Clark County School District except by decision of the Superintendent or designee.

APPLICATION

Persons interested in the position and who meet the minimum qualifications **MUST** submit the required application through our web page at www.ccsd.net/jobs, **AND** submit a detailed resume to Bernie Goodemote, 3050 East Flamingo Road, Las Vegas, Nevada 89121 or fax to (702)799-2954. To receive consideration in this selection process, the following materials are required: a signed copy of the electronic application, three (3) letters of recommendation of which one (1) must be from the applicant's current supervisor, a current resume, and complete set of college transcripts (copies of official transcripts will be accepted), and must be submitted to Specialized Human Resources Services, Human Resources Division, 2832 East Flamingo Road, Las Vegas, NV 89121, **within five (5) days of submitting the completed on-line application.**

The letters of recommendation should be composed to Dr. Staci Vesneske, Chief Human Resources Officer, Clark County School District, 2832 E. Flamingo Road, Las Vegas, NV 89121.

And, the letters of recommendation (a minimum of 3 letters required) may be submitted using one of the following methods:

1. Via e-mail to: shrsmail@interact.ccsd.net
2. Via U.S. mail: Specialized Human Resources Services
Attention: Jean King
2832 E. Flamingo Road
Las Vegas, NV 89121
3. Via fax: (702)799-5115

Current and previous employers may be contacted for references, and applicants for this position are subject to a thorough background investigation. Please direct all questions to Specialized Human Resources Services at (702)799-5484. Internet applications may be accessed at the Clark County School District Education Center, 2832 East Flamingo Road, Las Vegas, NV 89121. Interested applicants may also contact their local public libraries for information regarding Internet access in their area.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.