Administrative Computer Services Specialist

Position Details

Class Code: 1446
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 56 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under supervision of the Director of Management Information Systems/Data Processing, develops, coordinates, and conducts personnel training programs for administrative computer services.

Essential Duties and Responsibilities

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

1. Designs and develops training programs for administrative computer services including instructional objectives, course outlines, multimedia instructional materials, and reference manuals.
2. Conducts training programs for administrative computer services users.
3. Coordinates the scheduling of Clark County School District personnel for training and facilitates the support activities.
4. Researches, evaluates, recommends, and initiates the acquisition of commercial training programs and materials.
5. Maintains personnel training records.
6. Designs and implements library control of training program documentation and materials.

7. Conducts programs to train trainers.
8. Participates in computer access security control procedures.
9. Conforms to safety standards, as prescribed.
10. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves the development of training programs, the training of District personnel in the use of administrative computer information systems, and the control of computer access security.

Knowledge, Skills, and Abilities (Position Expectations)

1. Skills in written and oral communications.
2. Comprehensive knowledge of the District's internal organization and administrative information systems.
3. Working knowledge of on-line computer system operation and the data communication interface to mainframe computers.
4. Working knowledge of personal computer system and commercial information/data processing software.
5. Skills in written and oral communications.
6. Ability to work with support, professional, and administrative personnel.
7. Ability to motivate and instruct adults.
8. Ability to design, implement, operate, and maintain record-keeping systems.
9. Ability to learn and master the operation and application of new technology and automated information processing systems.
10. Ability to use personal computer desktop publishing software to create training materials.
11. Ability to plan, prioritize, coordinate, and organize work.
12. Ability to maintain accurate records.
13. Ability to work flexible hours or shifts.
14. Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.
15. Ability to recognize and report hazards and apply safe work methods.
16. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years of college including coursework from an accredited college or university in computer science or the equivalent of a combination of experience and computer programs training which could consist of seminars, workshops, self-study, etc., plus;
3. Two (2) years' experience in a position with emphasis on the use of micro and mainframe computer information systems.
4. Experience in conducting seminars, workshops, and training.

Licenses and Certifications
None Specified.

Preferred Qualifications
None Specified.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s) from an accredited college or university, if applicable.
3. Documentation of computer training programs.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities and department offices - offices, schools, etc.

Work Environment

Strength

Sedentary/Medium - Exert force to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, etc.

AA/EOE Statement

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.

Job Revision Information

- Revised:10/08/21
- Created:10/30/90