

# Utilization / Capacity Specialist

## Position Details

Class Code: 4292

Job Family: Administrative/Clerical/Secretarial

Classification: Support Staff

Terms of Employment: [Pay Grade 57 on the Support Staff Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under direction, analyzes and prepares building capacity, space requirement, and utilization reports to facilitate relocation of modular units to alleviate overcrowding.

---

## Essential Duties and Responsibilities

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

1. Provides liaison and coordination support to site-based/central office administrators and the Modular Relocation Committee, regarding space needs and capacity.
2. Analyzes building designs and education program assignments; prepares program capacity studies for the purpose of zoning/rezoning new and existing schools.
3. Analyzes and interprets site educational programs, prepares site utilization studies, and calculates building design capacity for new prototype school designs.
4. Conducts on-site verification of building utilization to ensure accuracy.
5. Analyzes modular unit requests and prepares space requirement studies to identify schools requiring modular units to alleviate overcrowding.
6. Analyzes special program needs and prepares geographical studies to identify available space for placement of special programs.

7. Develops and maintains facility inventory database consisting of total number of teaching stations, portable classrooms, square footage, buildings, capacities, enrollments, etc.
  8. Monitors modular unit relocations and maintains modular unit inventory database.
  9. Prepares statistical reports and coordinates utilization and capacity reports for Clark County School District administrators and federal, state, and local government entities, as required.
  10. Updates the student assignment directory via Geographic Information System (GIS.)
  11. Maintains the School Name Listing File Program.
  12. Conforms to safety standards, as prescribed.
  13. Performs other tasks related to the position, as assigned.
- 

## **Distinguishing Characteristics**

Involves use of analytical skills in preparing facility use analyses and substantial judgment in facilitating the modular unit relocation process.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of facility planning and educational program scheduling.
2. Knowledge of general and special education programs staffing.
3. Knowledge of accounting practices and database management systems.
4. Knowledge of spreadsheet and database computer applications.
5. Knowledge of school and/or facility operations.
6. Ability to conduct problem analyses and develop recommendations.
7. Ability to communicate clearly, both verbally and in writing.
8. Ability to read/interpret facility plans, demographic maps, and geographic coded information.
9. Ability to analyze and complete mathematical computations.
10. Ability to plan and organize work.
11. Ability to concentrate on the accuracy of details.
12. Ability to create reports, correspondence, and procedures.
13. Ability to meet predetermined deadlines.
14. Ability to plan, supervise, and coordinate the work of others.
15. Ability to work independently.

16. Ability to work flexible hours or shifts.
  17. Ability to work cooperatively with District employees at all levels, and representatives of outside agencies, companies, and government entities.
  18. Ability to recognize and report hazards and apply safe work methods.
  19. 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 Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' experience in the Clark County School District, in progressively more responsible positions or a position where the majority of the tasks involve records/reports management, plus extensive experience working with databases and spreadsheets; or,  
Associate's degree in related field (i.e., construction management, urban planning, mathematics, or economics, etc.), plus three (3) years' experience as listed above; or,  
Bachelor's degree in related field (i.e., construction management, urban planning, mathematics, or economics, etc.), plus one (1) year of experience as listed above.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

### **Preferred Qualifications**

One (1) year of supervisory experience.

---

## **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/university, if applicable.

3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history issued by the DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
- 

## Examples of Assigned Work Areas

District facilities and department offices.

---

## Work Environment

### Strength

Sedentary/light - exert force up to 10 lbs., occasionally.

### 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 maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or 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, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

---

### **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, 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: 06/21/23
- Created: 05/27/99