

# Facilities Operations Analyst

## Position Details

Class Code: 4402

Job Family: Administrative/Clerical/Secretarial

Classification: Support Professional

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

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative supervision, analyzes data from Facilities Division and other departments and serves as primary liaison for preparation of agenda items, construction reports, and committee reports for division administrators, Clark County School District Board of Trustees, Administrative Cabinet, and the Superintendent.

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## Essential Duties and Responsibilities

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

1. Coordinates, directs preparation of, and maintains schedules for approval and distribution of Board agenda items for the division.
2. Coordinates and tracks monthly change order reports, weekly updates from Construction Management and Project Control, and other department materials for required Board/superintendent review/approval.
3. Creates and reviews standard operating policies and procedures; ensures clarity and consistency; supervises technical writing for the division's standard operating procedures.
4. Researches, compiles, and summarizes information/data from a variety of sources for inclusion in technical reports or special projects.
5. Prepares and evaluates reports, schedules, and statistical data as a planning and project management tool.

6. Applies theories and concepts to practices and procedures; develops recommendations for management review of alternative solutions.
  7. Attends management workshops and conferences that address administrative goals and objectives; may develop and implement procedures for operational efficiency and effectiveness.
  8. Serves as liaison to division staff to provide supervision, direction, and coordination for a smooth flow of information and delivery of services. Ensures that procedures are implemented.
  9. Coordinates the revision and distribution of Parents' Guide to School Construction for all Clark County School District students as required by regulation.
  10. Responsible for monitoring department/division's general budget accounts, as directed.
  11. Manages and coordinates database activities for school name nominees including agendas, minutes, board items, and nominee folders.
  12. Orients new division personnel; supervises, trains, and schedules activities of assigned staff.
  13. Provides input for the evaluation of assigned staff.
  14. Conforms to safety standards, as prescribed.
  15. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves providing administrative support to division heads for research, development, and implementation of data collection, analysis, and facility operations, practices, and procedures. Work is often accomplished by directing and supervising or with the assistance of other staff, as appropriate.

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

1. Knowledge of District operations in relation to Facilities Division operations.
2. Knowledge of personal computers and software applications, including word-processing, databases, spreadsheets, and presentations.
3. Knowledge of techniques in data research, analyses, and preparation.
4. Knowledge of the requirements of the Open Meeting Law (OML).
5. Ability to plan, organize, prioritize, and work independently without immediate supervision.

6. Ability to keep information confidential and maintain an ethical attitude.
  7. Ability to interpret, explain, and apply written and verbal instructions, procedures, and regulations.
  8. Ability to supervise and evaluate subordinates.
  9. Ability to make presentations to individuals or large groups.
  10. Ability to determine procedures for handling unique problems.
  11. Ability to meet predetermined deadlines and demonstrate flexibility in shifting to new tasks when priorities change.
  12. Ability to promote positive public relations and deal tactfully and diplomatically with people.
  13. Ability to concentrate on detailed information with accuracy.
  14. Ability to work flexible hours or shifts.
  15. Ability to judge when to act independently and when to refer situations to an administrator.
  16. Ability to work cooperatively with employees, outside agencies, and the public.
  17. Ability to recognize and report hazards and apply safe work methods.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Seven (7) years of experience in progressively responsible positions with the majority of the tasks involving research, analysis, development, and management of records and reports, with extensive experience working with spreadsheets and database management; or, Associate's degree from an accredited college or university (i.e., business administration/management, records, office administration, computing and information, communications, etc.); and, five (5) years of experience as outlined above; or, Bachelor's degree from an accredited college or university (i.e., business administration/management, records, office administration, computing and information, communications, etc.); and, three (3) years of experience as outlined above.

## **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

1. Technical writing and presentation skills.
  2. Supervisory experience.
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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  3. College transcript(s) from an accredited college or university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities - schools, administrative/departmental offices, and travel to and from various outside agencies.

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## **Work Environment**

### **Strength**

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or 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 and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting to work outside with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

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

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, typewriters, copy machines, calculators, fax machines, telephones, filing cabinets/equipment, etc.

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## **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: 05/03/23
- Created: 08/09/01