Coordinator II – Technical Resources

Position Details

Job Code: U7401
Reference Code: A300
Division/Unit: Technology and Information Systems Services
Classification: Professional-Technical
Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)
FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as a responsible line administrator for the Clark County School District's World Wide Web (WWW) Production Services design team. The individual will also serve as a consultant and liaison to the District and other entities for information on WWW emerging technologies and their application within the District in conjunction with other members of the Technical Resources team. The person selected for this position is directly responsible to the Director, Technical Resources, Technology and Information Systems Services (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. Designs, implements, and manages the District's WWW presence.
2. Develops, implements, and manages special projects.
3. Provides WWW site creation assistance to schools, departments, and divisions.
4. Develops and manages department and division WWW sites.
5. Develops and manages WWW multimedia projects related to education and District management.

6. Coordinates production and Web-casts.
7. Coordinates the development of WWW content.
8. Provides direction and supervision to the WWW Production Services personnel.
9. Provides consultant services to the District divisions' central office administrators on application and implementation of WWW technologies.
10. Tests, develops, and implements emerging WWW technologies for enterprise and educational purposes.
11. Performs other duties related to the position, as assigned.

Position Expectations

1. Coordinate the development of WWW content.
2. Ability to communicate clearly in both verbal and written communications.
5. Ability to work cooperatively with school and administrative personnel.
6. Ability to utilize and promote the use of participatory management techniques.
7. Capable of diplomacy, judgment, leadership, problem solving, and accountability.
8. Strong presentation skills.
9. Possess a high level of self-confidence, initiative, and self-directions.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in Computer Science, Digital Design, Information Technology (IT) or Web Design or a related science or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related position or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated success in the use of Solaris, Windows, Linux, and OS X.
3. Demonstrated success with Web Servers, including managing software installs of Apache, Hypertext Preprocessor (PHP), Structured Query Language (MySQL), and other web related technology on Linux.

4. Demonstrated experience in graphic applications such as Photoshop and Illustrator.
5. Demonstrated experience in advanced PHP coding.
6. Demonstrated experience in web design utilizing Cascading Style Sheets (CSS3), JavaScript, and Standards-Based Hyper Text Markup Language (HTML5).
7. Demonstrated experience in jQuery or other JavaScript Frameworks.

Preferred Qualifications
1. Experience in web design and programming for a public sector company, preferably in an education setting.
2. Demonstrated experience in team leadership.
3. Demonstrated experience in designing and managing large WWW sites.
4. Experience with Objective C as it pertains to mobile device development.

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: 05/03/22
- Created: 07/18/03