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 scheduling of Clark County School District personnel for training; facilitates support activities.
4. Researches, evaluates, recommends, and initiates training program/material acquisitions.
5. Maintains personnel training records.
6. Designs and implements library control of training program documentation/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

Develops training programs, trains District personnel in administrative computer information systems, and controls computer access security.

Knowledge, Skills, and Abilities (Position Expectations)

1. Skills in written and verbal communications.
2. Comprehensive knowledge of the District's internal organization and administrative information systems.
3. Working knowledge of online computer system operations and data communication interfaces.
4. Working knowledge of computer systems and commercial information/data processing software.
5. Ability to work with support professionals, and administrators.
6. Ability to instruct and motivate adults.
7. Ability to design, implement, operate, and maintain recordkeeping systems.
8. Ability to learn and master the operation/application of new technology and automated information processing systems.
9. Ability to use desktop publishing software to create training materials.
10. Ability to plan, prioritize, coordinate, and organize work.
11. Ability to maintain accurate records.
12. Ability to work flexible hours/shifts.
13. Ability to judge when to act independently and when to refer situations to an administrator.
14. Ability to recognize/report hazards and apply safe work methods.
15. 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. Two (2) years of accredited college/university coursework in computer science, or an equivalent combination of experience and training, such as seminars, workshops, self-study, etc., and two (2) years' work experience in information systems.
3. Experience in conducting seminars, workshops, and training.

Licenses and Certifications

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

Preferred Qualifications

None specified.

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. Transcript(s) from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

District facilities and department offices - offices, schools, etc.

Work Environment

Strength

Sedentary/medium - exert force up 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 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

Computers, printers, modems, telephones, fax machines, multimedia equipment, digital multi-meters, laser communication devices, 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: 07/27/23
- Created: 10/30/90