

**COORDINATOR II, SITE DEVELOPMENT PLANNER  
REAL PROPERTY MANAGEMENT DEPARTMENT  
A365**

**THE POSITION**

The person selected for this **professional-technical position** will serve as a unified employee and will assist in the planning and development activities related to Clark County School District property to include obtaining land use entitlement approvals for new and existing projects and coordinating with local jurisdictional entities to ensure projects are approved in a timely, cost-effective manner. The person selected for this position is directly responsible to the Director, Real Property Management Department, Facilities Division, Operational Services Unit. **This critical position is funded through Bond Funds and has no impact to the General Fund.**

**RESPONSIBILITIES**

1. Coordinates activities between the District and other public entities relating to the approval process for the construction of school facilities.
2. Assists in the evaluation and selection of school sites for construction of new schools.
3. Serves as liaison between school personnel, District consultants, and public agencies.
4. Coordinates with appropriate District departments, consultants, and jurisdictional entities to ensure a timely approval process for school-related construction activities.
5. Maintains and reports the status of the land use approval process for each construction project.
6. Coordinates the review and approval of easements and rights-of-way required for site development.
7. Researches and reviews site and development plans for jurisdictional ordinance regulations.
8. Provides site-specific information to developers, property owners, interested stakeholders, or other parties regarding District regulations, policies, and procedures.
9. Prepares a variety of written communications, such as analytical reports, board items, submittal packages, and various correspondence items.
10. Coordinates the preparation of graphic materials for presentations.
11. Conducts field surveys and investigations related to school acquisition and new construction requests.
12. Makes oral and graphic presentations and prepares materials for presentation to jurisdictions, town advisory boards, and community groups.
13. Answers questions and inquiries as well as provides information and assistance to the general public in person, on the telephone, and in writing.
14. Contributes to the efficiency and effectiveness of the District's service to its customers by offering suggestions and recommendations while participating as an active member of a work team.
15. Coordinates public input meetings and represents the District, as necessary, regarding site development activities.
16. Assists with the development of inter-local agreements to expedite construction projects and affect cost savings to the taxpayer.
17. Identifies and recommends actions to encourage cooperative efforts between the District and other public agencies to develop school property in a timely and cost-efficient manner.
18. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards.
19. Conforms to safety standards, as prescribed.
20. Performs other duties related to the position, as assigned.

**MINIMUM QUALIFICATIONS**

1. Currently serving as a professional-technical employee with the Clark County School District or have a Bachelor's Degree from an accredited college or university in Business, Public Administration, or a related field (i.e., urban or regional planning, real estate, etc.).
2. Satisfactory service in corresponding or related positions, or five (5) years of successful progressively responsible, professional experience related to the position, which includes a combination of management experience in project planning, coordination, management, and supervision; public speaking; and time management.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Successful performance in position held at the time of application.
5. Ability to successfully complete a writing sample at the time of interview.

## **POSITION EXPECTATIONS**

1. Demonstrate the mental and physical stamina commensurate with the responsibilities of the position.
2. Demonstrate a high level of self-confidence, initiative, motivation, self-direction, negotiation skills, problem solving ability, and team-building skills.
3. Mobility to work in a typical office setting, to use standard office equipment; drive a motor vehicle to attend meetings and inspect development sites; vision to read printed materials and a video display terminal (VDT) screen.
4. Research, analyze, and summarize planning data both manually and with computer applications.
5. Interpret maps, site and building plans and specifications, graphs, and statistical data.
6. Prepare clear, concise, and complete technical documents, reports, correspondence, and other written materials.
7. Exercise sound, independent judgment within established procedural guidelines while working without close supervision in standard work situations.
8. Establish and maintain effective working relationships with those contacted in the course performing of the responsibilities of the position.
9. Contribute to the effectiveness and operational efficiency of the department to accomplish team or work unit goals, objectives, and activities.
10. Have a clear understanding on how to apply federal, state, and local laws; regulations; policies; procedures; and standards pertaining to the site development planning process.
11. Perform technical, detailed site analysis and related research.
12. Make persuasive presentations of ideas and recommendations while representing the District effectively in meetings with developers; contractors; representatives of business, community, and professional groups; and the public.
13. Ability to read and interpret construction documents and drawings.
14. Knowledge of and experience with public agencies and inter-local coordination.
15. Experience representing land use and construction projects before a public body.
16. Knowledge of and experience with local and state laws and ordinances relating to zoning and land use.
17. Knowledge of and experience with land use; physical design; and the economic, environmental, and/or social concepts related to the planning and land acquisition process.
18. Knowledge of applicable laws, codes, regulations, trends, market analysis techniques, programs and financing mechanisms, objectives, principles, procedures, standards, practices, information sources, and statistical analysis and mathematical concepts related to the site development planning/real estate process.
19. Knowledge and understanding of the terminology, symbols, methods, techniques, and instruments used in site development planning and in graphics and map drafting; computer applications related to the work; business letter writing and the standard format for typed materials; correct business English usage, including spelling, grammar, and punctuation; recordkeeping principles and practices; and techniques for dealing with the public, in person and over the telephone.

## **SALARY**

This is a twelve (12)-month position with placement on Range 39 (\$69,480 - \$93,192) of the Unified Administrative Salary Schedule. Placement will be made in accordance with Clark County School District Administrative Regulation 4291 (Placement and Advancement on the Unified Administrative Salary Schedule). Placement higher than Step C (\$76,632) shall not be granted to professional-technical (non-licensed administrators) new to the Clark County School District except by decision of the Superintendent or designee.

- For current Salary Schedule information, please visit this site:  
<http://www.ccsd.net/employees/resources/pdf/salary-info/admin-salary-schedules-fy2016-2017-arbitrated.pdf>
- For additional regulation language regarding salary placement, please visit this site:  
[http://www.ccsd.net/district/policies-regulations/pdf/4291\\_R.pdf](http://www.ccsd.net/district/policies-regulations/pdf/4291_R.pdf)

Nevada Public Employees' Retirement System (PERS) – Information regarding Nevada PERS can be obtained at [www.nvpers.org](http://www.nvpers.org).

Fully-paid employee premiums for medical, dental, vision, life, and long-term disability insurance. Family policies are also available.

Six (6) personal leave days each year, two (2) days of vacation accrued each month, and fifteen (15) days of sick leave each year.

### **APPLICATION**

Persons interested in the position and who meet the minimum qualifications should submit the required online application through our Web page at <http://teachvegas.ccsd.net> by **12:00 noon (PST), on Thursday, March 1, 2018**. To receive consideration in this selection process, the following required materials: three (3) letters of recommendation of which one (1) must be from the applicant's current supervisor, a current resume, and a complete set of college transcripts (copies of official transcripts will be accepted), must be submitted electronically where prompted on the on-line application, no later than the closing date specified above.

Current and previous employers may be contacted for references, and applicants for this position are subject to a thorough background investigation. Please direct all questions to Administrative Services Department at (702) 799-5484.

### **An Affirmative Action/Equal Opportunity Employer**

**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.**