

STATE OF NEVADA

BRIAN SANDOVAL, *Governor*  
PUOY K. PREMSRIRUT, *Chairwoman*  
KARA J. KELLEY, *Vice Chairwoman*  
JAYNE HARKINS, P.E., *Executive Director*



MARILYN KIRKPATRICK, *Commissioner*  
JOHN F. MARZ, *Commissioner*  
STEVE SISOLAK, *Commissioner*  
DAN H. STEWART, *Commissioner*  
CODY T. WINTERTON, *Commissioner*

**COLORADO RIVER COMMISSION  
OF NEVADA**

*Unclassified Job Announcement*

**Systems Coordinator**

The Colorado River Commission of Nevada ("CRCNV") serves the communities of the State by responsibly managing and protecting Nevada's allocated share of the Colorado River water and power resources.

The CRCNV is seeking qualified applicants for the position of Systems Coordinator. This is an unclassified position,

**Recruitment:** Open to all qualified candidates, vacancy in Las Vegas, Nevada

**Salary:** Depending on experience, salary range of \$50,000 to \$70,000/year

**Applicants Will Be Accepted Until:** January 26, 2018

**JOB DESCRIPTION:**

Under the direction of the Assistant Director, Energy Information Systems this position is responsible for planning, organizing, directing, and controlling the IT activities, in one or more IT specialization areas. Duties are associated with major long-term projects, which significantly impact the CRCNV business processes. Without the successful completion of these duties and projects, there would be significant disruption to operations reducing levels of service to the citizens of the State, impact to public safety, and/or substantial loss of revenue to the State.

*This job description provides a list of the range of duties performed by employees who hold this position. It does not list all of the duties of the job. To meet the needs of the Colorado River Commission of Nevada, an employee in this position may be asked by supervisors to perform other duties in addition to or in lieu of those set forth herein. An employee in this position will be evaluated in part based on the performance of the tasks listed in this job description. The CRCNV has the right to revise this job description at any time. The job description is not a contract for employment.*

**PRIMARY JOB FUNCTION:**

- Administration and planning including responsibility for developing, maintaining, and enforcing operational standards in accordance with departmental and State policies to ensure operating specifications are met.

- Develop and monitor IT budgets by reviewing past expenditure patterns, current funding levels, projected personnel and equipment needs, and demands for additional services by clients/users.
- Information systems project management including responsibility for specialized projects of significant size, scope, and impact to agency operations.
- Quality assurance including total oversight of one or more major IT projects from inception through procurement.
- Systems administration including the selection, analysis, maintenance, and modification of computer, communications, mainframe, and server hardware, operating systems, and auxiliary software packages required to support various information systems, and backup and recovery of the agency's software and data.
- Network administration including planning, designing, implementing, performance tuning, troubleshooting and administering multi-protocol, geographically dispersed networks including local area network (LAN) and wide area network (WAN) switches, routers, and integrated WAN services.
- Database development and administration including agency data modeling, database configuration, performance tuning, and backup and recovery of data; develop and implement standards and procedures to convert, transfer, and interface data within and between databases; development and maintenance of data dictionaries, repositories, and related software; control and authorized sharing of information with multiple users within and/or outside the organization; and technical consultation regarding application development and utility executions within various database environments.
- Applications analysis and development including the analysis, design, development, maintenance, and modification of information systems and applications.
- Help Desk Support: establish new users including network, email accounts, and/or rights; assist users by troubleshooting and resolving initial help requests, assigning to staff, or referring requests to vendors, repair service, or other IT staff when necessary; maintain help request tracking software and utilities; and assist IT staff with implementing projects and prototype or computer off the shelf (COTS) testing.
- Information security including security administration, operation, and oversight of information systems and data within the realm of information security responsibility. Incumbents work with management and technical staff to develop a comprehensive information security program for integrated IT systems within the agency.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of technological trends and advancements in the IT field and security management practices, laws, policies, and ethics.

Ability to apply advanced level knowledge and skills to projects and assignments deemed critical to the agency's mission; analyze and resolve complex issues and problems which directly impact the agency's services to the public, collection of revenue, and/or public safety; provide the highest level of technical consultation and training to the agency in developing, enhancing, implementing, and modifying information systems which support the agency's business processes.

Ability to communicate with CRCNV Staff, Customers, and Commissioners using oral and written forms of communication.

## **EDUCATION AND EXPERIENCE:**

Nevada Information Security Professional (NISP) certification must be obtained within 12 months of appointment.

Required Qualifications: Bachelor's degree or a combination of education and experience equivalent to a degree. 2 to 4 years full-time or equivalent part-time network administration experience. Experience with enterprise level network technologies. Demonstrated ability to work well as part of a diverse technical team.

Preferred Qualifications: CCNA or equivalent Network certification. Experience in working with enterprise network technologies, such as VLANs, WiFi, firewalls, and VPNs. Work related experience with Windows, Linux and/or Unix administration, Hypertext Markup Language (HTML), Extensible Markup Language (XML), PHP: Hypertext Preprocessor, JavaScript and Visual Basic Scripting Languages, and MySQL Database System.

## **BACKGROUND INVESTIGATION:**

A background investigation is required with a conditional offer of employment.

Submit a letter of interest and résumé to:  
Gina Lee Goodman  
Office Manager  
Colorado River Commission of Nevada  
555 E. Washington Avenue, Suite 3100  
Las Vegas, NV 89101

E-mails submissions will be accepted and should be sent to:  
[ggoodman@crc.nv.gov](mailto:ggoodman@crc.nv.gov)

Note to Applicant: In your letter of interest please indicate how you heard about the position. If you heard about this position through a website, please specify which website

Posted: December 22, 2017