CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – GEOGRAPHIC INFORMATION SYSTEM, DEMOGRAPHICS AND ZONING

Reference Code: A605
Division: Operations Support Unit
Classification: Professional-Technical
Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months
FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to organize and direct operations and activities related to the maintenance and operation of the Geographic Information System (GIS) and related database development, data analysis, reporting, and mapping functions. This position will utilize the GIS to analyze data, develop maps, and generate a variety of requested reports. This position is directly responsible to the Director, Demographics, Zoning, and Geographic Information System (GIS) Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Organize and direct operations and activities related to the maintenance and operation of the GIS and related database development, data analysis, reporting and mapping functions; collect and compile information for use in the GIS system and related data maintenance, reporting, and mapping functions.
2. Input data into GIS and generate a variety of computerized maps and reports; analyze and respond to data processing requests; initiate queries, compile information, analyze data, process reports, and manipulate data, as appropriate; develop maps for new and existing school zones, Clark County School District properties, flood plains, fault lines, and a variety of other geographic locations.
3. Coordinate and administer the GIS and related applications for District use; install new hardware and software; troubleshoot, diagnose, and resolve software and hardware problems and malfunctions; perform backups of data and operating systems.
4. Provide training and support to District staff in the usage, application, and maintenance of GIS; prepare related training and support materials; respond to inquiries and provide detailed and technical information concerning related operations, projects, and procedures.
5. Oversee and participate in departmental functions such as address matching, create traffic analysis zones, confer with Attendance Zone Advisory Commission (AZAC) on the zoning of new schools, review staffing estimates, maintain school assignment files and related activities; prepare grade progression analyses for school enrollment projections; provide student demographic data to various departments and outside agencies, as requested.
6. Serve as a liaison between District personnel and outside agencies regarding the GIS to ensure smooth and efficient activities; respond to requests from AZAC for the development of zoning scenarios for new schools; serve as a liaison to Clark County agencies by attending meetings and sharing information.
7. Prepare and maintain a variety of reports, records, and files related to school assignment, student detail zoning, free and reduced lunch, street centerline files, general GIS database information, student statistics, personnel, and assigned activities.
8. Assist in the development and preparation of the annual preliminary budget for the Demographics, Zoning, and GIS Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
9. Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information.
10. Operate a computer and assigned software programs; operate other office equipment, as assigned.
11. Maintain current knowledge of technological advances in the field.
12. Attend a variety of meetings, as assigned.
13. Supervise and evaluate the performance of assigned personnel.
14. Perform other duties related to the position, as assigned.
POSITION REQUIREMENTS:

Education and Training:
   An earned bachelor’s degree from an accredited college or university in computer science or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:
   A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:
1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. One (1) year experience in the maintenance and operation of a GIS or similar system including reporting and map development functions.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action
The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.