

# Geographic Information System (GIS) Analyst

## Position Details

Class Code: 4296

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 61 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, designs, implements, operates, and maintains the Geographic Information System (GIS) to provide technical assistance in the activities of the Demographics, Zoning, and GIS Department.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Operates the Geographic Information System utilizing ArcGIS software to assist in tasks including, but not limited to:
  - Analysis of new school sites, residential developments, and address validations.
  - Updates and maintains school attendance zone boundaries, assignment maps, and address database.
  - Updates county assessor file information to the Clark County School District (CCSD) GIS system.
  - Updates and maintains student file, school site boundary, and site information databases.

2. Develops, designs, and tests GIS applications and implements programs and procedures to expand the system.
  3. Modifies or revises software applications.
  4. Manages computer resources; coordinates and prepares user documentation resources to resolve user problems and optimize computer performance.
  5. Develops procedures for converting data into GIS form; develops for integration and extraction of GIS data for mapping analysis.
  6. Makes recommendations and advises administration in the purchase and upgrade of new equipment.
  7. Prepares graphic displays of studies, maps, and reports as requested by various CCSD departments and committees.
  8. Performs periodic backup of the GIS system data files.
  9. Coordinates equipment maintenance through vendor contracts.
  10. Maintains supplies required for GIS operation.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves coordinating data conversion for the CCSD Geographic Information System and providing technical support to CCSD staff and parent/guardian committees.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of hardware and software design and functionality.
2. Knowledge of ArcGIS software commands and tools.
3. Knowledge of computerized information systems and programming techniques.
4. Knowledge of research techniques, sources, and availability of information.
5. Ability to develop procedures using ArcGIS software.
6. Ability to develop geographic data integration and extraction.
7. Ability to operate printers and plotters used for output of maps and reports.
8. Ability to compile, analyze, and interpret a relational database.
9. Ability to plan and organize work effectively.
10. Ability to interpret written/verbal instructions.
11. Ability to communicate clearly verbally and in writing.
12. Ability to work independently and without direct supervision.
13. Ability to work flexible work hours/shifts.

14. Ability to meet predetermined deadlines.
  15. Ability to work cooperatively with employees, the public, and other agencies.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.); and, five (5) years of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or similar geographic information system; or, Associate's degree in a related field (computer science (CS), statistics, mathematics, geography, geographic information system, etc.); and, three (3) years of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or similar Geographic Information System; or, Bachelor's degree in a related field (computer science (CS), statistics, mathematics, geography, geographic information system, etc.); and, one (1) year of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, etc.) with emphasis in ArcGIS or similar Geographic Information System.

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment
4. Certification in ArcGIS I from Environmental Systems Research Institute, Inc. (ESRI) or equivalent; including, a minimum of twenty (20) hours of Geographic Information System instruction. If certificate is not in possession at time of application or qualified selection pool (QSP) request, it must be obtained within one (1) year of hire into position.

5. ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis certificates from a nationally recognized professional organization such as, ESRI, CMCUS, or other comparable equivalent. If certificate is not in possession at time of application or QSP request, it must be obtained within one (1) year of hire into position.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school graduation or other equivalent (GED, foreign equivalency, etc.).
  2. College transcript(s) from an accredited college, university, or trade school, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Safe driving record.
  6. Copy of ArcGIS I Certification and instruction hours as outlined above, if applicable.
  7. Copies of ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis certificates as outlined above, if applicable.
  8. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

CCSD facilities – offices and schools, and travel to and from vacant and rural land or construction sites.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

CCSD-issued vehicles, various computers, printers, copiers, surveying equipment, calculators, fax machines, telephones, etc.

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## **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: 04/02/24
- Created: 10/24/12