



DEMOGRAPHER-GIS MANAGER

GENERAL RESPONSIBILITIES

Under the leadership of the Executive Director of Facilities Services, the position is responsible for the management of school attendance zones, Geographic Information System (GIS), and the development of student membership projections. The position is also responsible for building utilization analysis, special studies, long range plans, and the development and analysis of geographic and demographic information for the student population.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Generate student membership projections.
- Track and analyze school attendance boundaries.
- Make attendance zone determinations.
- Provide staff support for the Building Utilization Committee.
- Supply student data and reports to school agencies.
- Analyze student membership and school capacities to determine building utilization levels.
- Create and maintain student generation multipliers for residential housing types.
- Prepare reports on proposed new developments for City Planning Commission.
- Perform other duties and related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have the ability to analyze problems, gather and organize data and facilitate solutions; communicate ideas clearly and concisely, orally and in writing; and establish and maintain effective relationships with the School Board, the administration, and the media. Must have technical expertise to work with complex mapping/GIS issues.

EDUCATION AND EXPERIENCE

Required: Bachelor's Degree. Specialized training and experience in mapping and GIS systems.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, and driving. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 6/00, 7/20, 3/22
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