



DEMOGRAPHICS-GIS MANAGER

GENERAL RESPONSIBILITIES

Responsible for creating and maintaining Geographic Information System (GIS) used to track and analyze geographic and demographic information on entire 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.
- Chair Building Utilization Committees for redistricting.
- 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 related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate ideas clearly and concisely, orally and in writing; ability to 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 in mapping and GIS systems.

Experience in mapping and GIS.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

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
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