

Director II, Demographics, Zoning, and Geographic Information System (GIS)

Position Details

Job Code: U7101

Reference Code: A531

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule.](#)
[12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for planning, organizing, controlling, and directing operations and activities of the Demographics, Zoning, and Geographic Information System (GIS) Department to ensure adequate space for Clark County School District students, including attendance zoning functions; coordinates and directs communications, resources, and information to ensure smooth and efficient planning, zoning, and contracting activities of the department. This position is directly responsible to the Director IV, Comprehensive Planning, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Coordinates and facilitates attendance-zoning activities, including facilitating Attendance Zone Advisory Commission (AZAC) and public input meetings, and

prepares zoning agenda items for presentation to the Clark County School District Board of School Trustees.

2. Prepares and presents technical and statistical data to public agencies and organizations, government bodies, news media, or District personnel regarding enrollment projections and capacity, new school sites, calendar conversions, space requirements, desegregation plans, and attendance zoning.
 3. Directs and coordinates activities related to space needs, enrollment projections, capacities, building utilization, portable classroom assignment, and new portable building purchases.
 4. Facilitates public meetings regarding zoning or new schools.
 5. Recommends and presents enrollment projection data.
 6. Consults and negotiates with staff, administrators, outside organizations, and the public to coordinate activities, resolve issues, conflicts, provide training, and exchange information, including representing the District and the Demographics, Zoning, and GIS Department on a variety of committees.
 7. Supervises and evaluates performance of assigned staff; interview, assign duties to employees and review work to ensure accuracy, completeness, and compliance with established guidelines and procedures.
 8. Oversee the activities of the GIS.
 9. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge and experience of school-based programs, spreadsheet utilization, database management, and ArcInfo.
 2. Knowledge of facility planning.
 3. Knowledge of zoning policies, regulations, and the Open Meeting Law (OML).
 4. Knowledge of statistical projection practices and methodologies.
 5. Ability to analyze complex problems and develop solutions.
 6. Ability to communicate clearly both orally and in writing.
 7. Ability to handle a high degree of stress on a regular basis.
 8. Ability to think quickly, objectively, and clearly.
 9. Demonstrated successful public relations skills.
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Position Requirements

Education and Training

1. An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.
2. Training in ArcInfo and/or Environmental Systems Research Institute (ESRI) software programs.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of two (2) years' experience as an administrator in a related field (i.e., urban planning, demographic analysis, and/or demographic projection experience, etc.).
3. Computer proficiency with knowledge of database management and spreadsheet utilization.

Preferred Qualifications

An earned degree from an accredited college or university in public administration, urban planning, economics, computer science or information technology (with emphasis in geographic information systems), statistics, mathematics, or other related field.

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

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, or 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: 04/13/22
- Created: 11/19/08