

Coordinator III, Geographic Information System (GIS) – Demographics, Zoning, and GIS

Position Details

Job Code: U7402

Reference Code: A605

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 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 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 person serves as a Clark County School District/Department representative on the Attendance Zone Advisory Commission (AZAC) as well as on a variety of community population projection related committees. This position is directly responsible to the Director, Demographics, Zoning, and GIS Department, Facilities Services Unit.

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. Develop procedures for converting data into GIS form; develop and maintain Python scripts and/or ArcGIS Models in Model Builder for data integration and extraction of GIS database, ArcPro administration and mapping activities.
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; create development maps for new and existing school zones, District properties, charter school locations, and a variety of other geographic locations.
 3. Coordinate and administer the GIS and related applications for District use; provide support to District staff in the usage, application and maintenance of GIS; generate maps, spreadsheets, and reports for internal District publication and external release; provide in-depth analysis for enhancements to new and existing GIS systems; define programming requirements; develop and revise standards for programming, documentation and quality control.
 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 conferring with the AZAC on the zoning of new schools; providing growth and development estimates; evaluating the status of residential development; maintain charter school data; providing 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; analyze charter school applications and make recommendations; serve as a liaison to Clark County planning agencies by attending meetings and sharing information.
 7. Prepare and maintain a variety of reports, records, and files related to student demographics, student yield multipliers, residential housing types, housing market conditions, attendance zone boundary growth, development tracking, population projections, and general GIS database information.
 8. Assist in the development and preparation of the annual preliminary budget for the Demographics, Zoning, and GIS Department; 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 staff.
 14. Perform other duties related to the position, as assigned.
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Position Expectations

None specified.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in computer science, GIS, mathematics or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
2. Certification in ArcGIS I, ArcGIS II, or ArcPro from Environmental Systems Research Institute, Inc. (ESRI) or equivalent; including a minimum of 40 hours of GIS instruction or the ability to obtain this certification within one (1) year of hire.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Computer proficiency with knowledge of database management and spreadsheet utilization.

Preferred Qualifications

1. Ability to read maps, such as plat maps, topographic maps, assessor maps, and architectural/engineering renderings and drawings.
2. Demonstrated successful public speaking and public relation skills.
3. Knowledge of comprehensive/land use planning, the application process for zone variances, design review, and entitlement approvals with local governments.

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

AA/EOE Statement

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: 12/15/22
- Created: 12/17/08