

Coordinator III, Geographic Information System, Real Property Management

Position Details

Job Code: U7402

Reference Code: A606

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 functions to coordinate, plan, schedule, and monitor all activities related to the implementation, support, and operation of the Geographic Information System (GIS) in the Real Property Management Department. This position performs professional-level work related to the development and implementation of systems, databases, and macros to create, maintain, display, and update the Real Property Management Department GIS. This position is directly responsible to the Director, Real Property Management Department, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Develop and execute tactical plans utilizing GIS systems which support strategic objectives. Responsible for 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.
2. Develop and maintain consistent communication with management levels in tasks that seek to improve the productivity of administrative operations and the quality of information. Provide in-depth analysis for enhancements to new and existing GIS systems, define programming requirements, and develop and revise standards for programming, documentation, and quality control.
 3. 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; and develop maps for new and existing school site locations in relation to master plans, Clark County School District properties, flood plains, fault lines, and a variety of other geographic locations.
 4. Coordinate and administer GIS and related applications for District use; provide support to District staff in the usage, application, and maintenance of GIS; respond to inquiries and provide detailed and technical information concerning related operations, projects, and procedures.
 5. Plan, direct, and participate in the programming, testing, and ongoing maintenance of GIS application systems. Troubleshoot, test, and modify existing computer programs; analyze efficiency of current systems and procedures; and coordinate, schedule, and oversee modifications and enhancements.
 6. Plan, conduct, coordinate, and implement complex GIS conversion projects for RPM and other local agencies using the application program languages, system hardware, and software utilized by various GIS systems; analyze complex user systems; and develop and program applications to meet those needs.
 7. Develop procedures for converting data into GIS form; develop Arc Macro Language (AML) for data integration and extraction of GIS database, ARC/Info administration, and mapping activities.
 8. Prepare clear and concise program documentation and user procedures using initiative and independent judgment within established procedural guidelines.
 9. Develop and design applications; implement programs and procedures to expand the system; prepare a variety of technical reports, correspondence, maps, presentation materials/manuals, procedures, and other written materials.
 10. Review existing and projected school locations, maintain GIS RPM files and all associated activities; prepare maps and various reports and provide school location information based on numerous data to various departments and outside agencies, as requested.
 11. Serve as a liaison between District personnel and outside agencies regarding the GIS system to ensure smooth and efficient activities; respond to requests from

Board of School Trustees appointed committees under Director's guidance; and serve as a liaison to various municipalities by attending meetings and sharing information.

12. Prepare and maintain a variety of reports, records and files, as related to street centerline files, GIS database information, school/land statistics, and other assigned activities.
 13. Contribute effectively to the accomplishment of team and/or work unit goals, objectives, and activities; instruct non-technical users in work procedures; and establish and maintain effective work relationships with those contacted in the course of the work.
 14. Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information. Contribute to the efficiency and effectiveness of the department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
 15. Operate a computer and assigned software programs; operate other office equipment, as assigned.
 16. Attend training meetings and upgrade knowledge of GIS system use; apply and document new techniques, as they are implemented.
 17. Attend a variety of meetings, as assigned, and make presentations to District staff and representatives of other agencies regarding the GIS system; explain system hardware and software and ensure that applications and programs are appropriate.
 18. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of basic principles and practices, including matrix management techniques; principles and practices of systems analysis and development; and geographic systems hardware, software, and applications as utilized by the District.
2. Knowledge of principles and practices of land surveying; principles and practices of cadastral drafting; applicable laws, codes, and regulations; applications programming principles; techniques and documentation practices; principles and practices of mapping, coordinate systems, projections, scale and accuracy standards; principles and practices of database design and management; engineering and cartographic mathematics; and record keeping principles and practices.

Position Requirements

Education and Training

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

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. One (1) year experience in the maintenance and operation of a GIS or similar system including reporting and map development functions.

Preferred Qualifications

None specified.

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: 04/28/22
- Created: 09/15/08