

Coordinator II, Geographic Information System

Position Details

Job Code: U7401

Reference Code: A728

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate, plan, schedule, and supervise activities related to the implementation, support and operation of the Geographic Information System (GIS); which provides technical guidance and assistance in the Demographics, Zoning, and GIS Department. This position will be directly responsible to the Director of Demographics, Zoning, and GIS, Comprehensive Planning, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Develops and executes tactical plans utilizing the 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; collects and compiles information for use in the GIS system and related data maintenance, reporting, and mapping functions.
2. Develops and maintains consistent communication with management levels in tasks that seek to improve the productivity of administrative operations and the quality of information. Provides in-depth analysis for enhancements to new and

- existing GIS systems; defines programming requirements; develops and revises standards for programming, documentation, and quality control.
3. Inputs data into GIS and generates a variety of computerized maps and reports; analyzes and responds to data processing requests; initiates queries, compile information, analyze data, process reports, and manipulate data, as appropriate; develops maps for new and existing school zones, Clark County School District properties, flood plains, fault lines, and a variety of other geographic locations.
 4. Coordinates and administers the GIS and related applications for District use; provides support to District staff in the usage, application, and maintenance of GIS; responds to inquiries and provide detailed and technical information concerning related operation, projects, and procedures.
 5. Plans, directs, and participates in the programming, testing, and ongoing maintenance of GIS application systems. Troubleshoots, tests, and modifies existing computer programs; analyzes efficiency of current system and procedures; coordinates, schedules, and oversees modifications and enhancements.
 6. Develops procedures for converting data into GIS form; develops AML's for data integration and extraction of GIS database, ARC/Info administration, and mapping activities.
 7. Develops and designs applications, implements programs and procedures to expand the system. Prepares a variety of technical reports, correspondence, manuals, procedures, and other written materials.
 8. Creates and reviews traffic analysis zones, reviews staffing estimates, maintains files, and related activities; prepares student yields and provides student demographic data to various departments and outside agencies, as requested.
 9. Serves as a liaison between District personnel and outside agencies regarding the GIS to ensure smooth and efficient activities; responds to requests from Board appointed committees; serves as a liaison to Clark County agencies by attending meetings and sharing information.
 10. Prepares and maintains a variety of reports, records, and files related to street centerline files, GIS database information, student statistics, personnel, and assigned activities.
 11. Communicates with administrators, personnel, and outside organizations to coordinate activities, resolves issues and conflicts, and exchanges information. Contributes 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.
 12. Provides input into the evaluation of GIS interns and support professional personnel.

13. Operates a computer and assigned software programs; operate other office equipment, as assigned.
 14. Attends training meetings and upgrade knowledge of GIS system use; applies and documents new techniques as they are implemented.
 15. Attends a variety of meetings, as assigned, and makes presentations to representatives of other agencies regarding the GIS system; explains system hardware and software and ensures that applications, such as those for the emergency response system, are appropriate.
 16. Performs 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, statistics, mathematics, or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

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: 04/03/23
- Created: 04/30/08