

# Coordinator III – Statistician, Demographics, Zoning, and Geographic Information System

## Position Details

Job Code: U7402

Reference Code: A555

Division/Unit: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule.](#)  
[12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position is responsible for compiling, analyzing, summarizing, and providing statistical data and reports in relation to Demographics, Zoning, and Geographic Information System (GIS). This position is directly responsible to the Director II, Demographics, Zoning, and GIS Department.

---

## Essential Duties and Responsibilities

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

1. Provide statistical data and reports in relation to Demographics, Zoning, and GIS to the Board of School Trustees, Bond Oversight Committee, Attendance Zone Advisory Commission, Facilities Division, and other areas.
2. Responsible for activities relating to developing enrollment projections and analyzing various projection methodologies, calculating student yields and

- compiling trend analysis, and generating and analyzing student population reports.
3. Provide recommendations for school sites to the Bond Oversight Committee and the Board of School Trustees.
  4. Responsible for monitoring and recommending changes to the Clark County School District's desegregation plan, school calendar conversions, and analyzing/calculating the number of schools and building additions required for bond-related issues.
  5. Responsible for providing responses to the state legislature by analyzing data and preparing statistical reports that impact the designated funding for the Clark County School District (CCSD), federal mandates for school choice such as No Child Left Behind, participating in the magnet lottery process, and evaluating the Prime 6 Plan (desegregation plan).
  6. Serve as CCSD's site license coordinator for Environmental Systems Research Institute (ESRI) software and build partnerships with classroom programs and CCSD stakeholders to support use of ESRI software in schools and in other departments.
  7. Prepare analysis of technical and statistical data to develop reports and recommendations regarding new school sites, calendar conversions, and evaluation of along with changes to the desegregation plan.
  8. Compile statistical reports and trend analysis for use by the Attendance Zone Advisory Commission for developing new and adjusting existing attendance boundaries.
  9. Prepare and present data to public agencies and organizations, government bodies, or CCSD personnel.
  10. Prepare analysis of technical and statistical data to develop reports for use by Real Property Management to assist in selecting sites for acquisition or lease for new school facilities.
  11. Facilitate public input meetings for zoning, new schools, growth concerns, or student projections.
  12. Represent CCSD as a committee member of Southern Nevada Association Population Projection Estimation Committee (SNAPPE).
  13. Determine and recommend the siting of schools and provide justification satisfactory to the Bond Oversight Committee, the Board of School Trustees, CCSD administrators, and the public.
  14. Maintain the Student Address Management System (SAMS) and provide guidance to schools on the Address Validation Ticket procedure to facilitate the enrollment of students.
  15. Performs other duties related to the position, as assigned.

---

## Position Expectations

1. Knowledge of statistical methods and applications, research, and analysis methods.
  2. Knowledge of practices and principles of urban planning and development, demographics, zoning, and geographic information systems.
  3. Knowledge of computer functions, statistical software, technical report writing, and graph and table preparation.
  4. Ability to communicate clearly both verbally and in writing.
  5. Ability to analyze complex problems and develop solutions by performing technical research, and analysis; read, interpret, and compile technical and statistical data; and prepare statistical reports.
  6. Ability to recognize and report hazards and to apply safe work methods.
- 

## Position Requirements

### Education and Training

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.

### Licenses and Certifications

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

### Experience

1. Satisfactory service in corresponding or related positions or have previously demonstrated five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years of responsible experience related to statistics and the compilation and analysis of information or two (2) years' experience in demographics, zoning, and geographic information systems, or advanced coursework in statistics above earned bachelor's degree.
3. Computer proficiency with knowledge of database management and spreadsheet utilization.
4. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Bachelor's degree in statistics; urban planning; demographics, zoning, and GIS; economics; public administration; or related field.
2. Knowledge of Arc/Pro software.
3. Hold or be able to acquire a Nevada Real Estate license.

**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: 10/26/23
- Created: 11/18/08