

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR II – GEOGRAPHIC INFORMATION SYSTEM

Reference Code: A728

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 39 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible 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.

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 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; 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; 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; develop maps for new and existing school zones, Clark County School District properties, flood plains, fault lines and a variety of other geographic locations.
4. Coordinate and administer the 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 operation, 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 system and procedures; coordinate, schedule and oversee modifications and enhancements.
6. Develop procedures for converting data into GIS form; develop AML's for data integration and extraction of GIS database, ARC/Info administration and mapping activities.
7. Develop and design applications, implement programs and procedures to expand the system. Prepare a variety of technical reports, correspondence, manuals, procedures and other written materials.
8. Create and review traffic analysis zones, review staffing estimates, maintain files and related activities; prepare student yields and provide student demographic data to various departments and outside agencies as requested.
9. Serve as a liaison between District personnel and outside agencies regarding the GIS to assure smooth and efficient activities; respond to requests from board appointed committees; serve as a liaison to Clark County agencies by attending meetings and sharing information.
10. Prepare and maintain a variety of reports, records and files related to street centerline files, GIS database information, student statistics, personnel and assigned activities.
11. 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.
12. Provide input into the evaluation of GIS interns and support staff.
13. Operate a computer and assigned software programs; operate other office equipment as assigned.

14. Attend training meetings and upgrade knowledge of GIS system use; apply and document new techniques as they are implemented.
15. Attend a variety of meetings, as assigned, and make presentations to representatives of other agencies regarding the GIS system; explain system hardware and software and ensure that applications, such as those for the emergency response system, are appropriate.
16. Perform other duties related to the position, as assigned.

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 that allows the applicant/employee to legally operate a motor vehicle in Nevada.

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.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.