Geographic Information System (GIS) Analyst – Facilities Asset Management

Position Details

Class Code: 4298
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: [Pay Grade 61 on the Support Professional Salary Schedule](#)
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, designs, implements, operates, and maintains the Geographic Information System (GIS) to provide technical assistance in the activities of the Facilities Asset Management Department.

Essential Duties and Responsibilities

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

1. Operates the GIS utilizing ArcGIS software to assist in tasks including, but not limited to:
   - Analysis of facility assets for all Clark County School District (CCSD) campuses.
   - Updates and maintains maps and database of up-to-date digital asset replicas of physical CCSD facilities.
   - Develop and update maps and database with all facilities assets to provide geospatial data on CCSD assets for planning and facility management purposes.

- Analyzes various data points against the GIS database to enable data driven decision making.
- Produces and designs GIS asset map for building modifications, site work, and construction projects.
- Conducts field investigations of project locations to identify design details, measurements, and geo-location of assets.
- Calculates design dimensions and converts to resizing dimensions using conversion charts and calculators.
- Takes measurements such as street dimensions, distances spanned by wire and cable, or space available in existing buildings.
- Converts existing Computer-Aided Drawings (CAD) into GIS form.

2. Develops, designs, and tests GIS applications and implements programs and procedures to expand the system.
3. Modifies or revises software applications.
4. Prepares statistical reports and trend analysis for use in facility programming.
5. Analyzes technical and statistical data to develop reports on facility asset performance.
6. Manages computer resources; coordinates and prepares user documentation resources to resolve user problems and optimize computer performance.
7. Develops procedures for converting data into GIS form; develops for integration and extraction of GIS data for mapping analysis.
8. Makes recommendations and advises administration in the purchase and upgrade of new equipment.
9. Prepares graphic displays of studies, maps, and reports as requested by various departments and committees of CCSD.
10. Performs periodic backup of the GIS system data files.
11. Coordinates equipment maintenance through vendor contracts.
12. Maintains supplies required for GIS operation.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves collecting and coordinating data conversion for the CCSD Geographic Information System and providing technical support to CCSD staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of hardware and software design and functionality.
2. Knowledge of ArcGIS software commands and tools.
3. Knowledge of computerized information systems and programming techniques.
4. Knowledge of research techniques, sources, and availability of information.
5. Knowledge of workflow processes, database design, analysis, and management.
6. Ability to develop procedures using ArcGIS software.
7. Ability to develop geographic data integration and extraction.
8. Ability to learn project management, research and analysis techniques, recordkeeping, and technical report preparation.
9. Ability to learn the theory and practice of statistical analysis and the ability to perform complex mathematical computations.
10. Ability to learn and use advanced Microsoft Excel calculations, spreadsheets, and databases.
11. Ability to operate printers and plotters used for output of maps and reports.
12. Ability to compile, analyze, and interpret a relational database.
13. Ability to plan, manage, and coordinate resources for projects.
14. Ability to work on multiple projects and prioritize workload while undergoing changing and challenging demands.
15. Ability to plan and organize work effectively.
16. Ability to interpret written and verbal instructions.
17. Ability to communicate clearly verbally and in writing.
18. Ability to work independently or as part of a team, and without direct supervision.
19. Ability to work flexible work hours/shifts.
20. Ability to meet predetermined deadlines.
21. Ability to work cooperatively with employees, the public, and other agencies.
22. Ability to recognize and report hazards and apply safe work methods.
23. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience

High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.); and, five (5) years' experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics,

facilities management, asset management, drafting, etc.) with a minimum of six months' experience with ArcGIS or similar GIS; or,

Associate's degree from an accredited college or university in a related field (computer science (CS), statistics, mathematics, geography, GIS, etc.); and, three (3) years' experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, facilities management, asset management, drafting, etc.) with emphasis in ArcGIS or similar GIS; or,

Bachelor's degree from an accredited college or university in a related field (computer science (CS), statistics, mathematics, geography, GIS, etc.); and one (1) year of experience in a related field (urban/regional planning, demography, statistics, global positioning systems, logistics, architecture, facilities management, asset management, drafting, etc.) with emphasis in ArcGIS or similar GIS.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Certification in ArcGIS I from Environmental Systems Research Institute, Inc. (ESRI) or equivalent; including a minimum of 20 hours of GIS instruction. If certificate is not in possession at time of application or QSP request, it must be obtained within one (1) year of hire into position.
5. ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis certificates from a nationally recognized professional organization such as, ESRI, CMCUS, or other comparable equivalent. If certificate is not in possession at time of application or QSP request, it must be obtained within one (1) year of hire into position.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).

2. College transcript(s) from an accredited college or university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Safe driving record.
6. Copy of ArcGIS I Certification and instruction hours as outlined above, if applicable.
7. Copies of ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis certificates as outlined above, if applicable.
8. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD facilities – offices and schools, including proposed and actual construction sites (trenches, chase-ways, etc.).

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-25 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued vehicles, various computers, printers, copy machines, surveying equipment, calculators, fax machines, telephones, etc.

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, 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: 03/01/24
- Created: 01/18/22