

Geographic Information System (GIS) Senior Analyst – Facilities Asset Management

Position Details

Class Code: 4299

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: Pay Grade 63 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, coordinates, plans, schedules, and supervises activities related to the design, implementation, maintenance, and support of the Geographic Information System (GIS), which provides technical guidance and assistance in the Facilities Asset Management Department. Supervises the creation and management of up-to-date digital asset replicas of physical Clark County School District facilities.

Essential Duties and Responsibilities

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

1. 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 and related data maintenance, reporting and mapping functions.
2. Develops and executes tactical plans for information systems that support strategic objectives allowing for the management and analysis of accurate data.

3. Plans, directs, and participates in the programming, testing, maintenance, and operation of the GIS.
4. Provides in-depth analysis for enhancements to new and existing systems and defines programming requirements.
5. Inputs 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 manipulates data, as appropriate.
6. Troubleshoots, tests, and modifies existing department computer programs; analyzes efficiency of current system and procedures; coordinates, schedules, and oversees modifications and enhancements.
7. Develops and revises standards for programming, documentation, and quality control.
8. Provides analytical and programming support to professional and technical staff districtwide; assists with interface of various applications, programs, and datasets that interact with departmental database and mainframe systems.
9. Serves as GIS database administrator; responsible for the modeling, planning, development, implementation, and troubleshooting of advanced database systems.
10. Designs, implements, troubleshoots, and provides enhancements to GIS applications and other technical programs.
11. Develops procedure for converting data into GIS form; develops for integration and extraction of GIS data for mapping analysis.
12. Provides research, analysis, and tracking on a variety of data, including, but not limited to: location of interior, exterior, and site assets, type of assets, and related matters.
13. Utilizes GIS as a planning tool for asset management and provides reports in multiple formats, including, but not limited to: spreadsheets, charts, graphs, and cartographic representations.
14. Provides training and support to Facilities Services Unit staff or personnel in the usage, application, and maintenance of GIS; prepare related training and support materials; respond to inquiries and provide detailed and technical information concerning related operation, projects, and procedures.
15. Communicates with District administrators and other agencies to collect information and design criteria for the development of asset mapping.
16. Generates maps, spreadsheets, and reports for internal District publication and external release.
17. Defines and executes programming requirements, develops and revises standards for programming, documentation, maintenance, and quality control.

18. Ensures file accuracy, and responds to District staff and end users when questions arise.
 19. Assists in developing asset management and programming scenarios by performing research and analyses of technical and statistical data.
 20. Serves on and responds to requests from the Clark County School District Board appointed committees, under director's guidance.
 21. Provides department and districtwide training, as needed.
 22. Plans, schedules, supervises, reviews, and evaluates department staff.
 23. Conforms to safety standards, as prescribed.
 24. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves project management, data conversion, program development, implementation, and support of GIS applications and systems, as well as day-to-day supervision of activities of the project team of GIS programmers, analysts, and drafters.

Knowledge, Skills, and Abilities (Position Expectations)

1. Extensive knowledge of principles and skilled practice in ArcGIS software commands, GIS mapping, coordinate systems, projections, scale, and accuracy standards.
2. Extensive knowledge of principles and practices of system software, application programming language, and workflow processes, as well as database design, analysis, and management.
3. Knowledge of project management, research and analysis techniques, record keeping, and technical report preparation.
4. Knowledge of both theory and practice in statistical analysis, and the ability to perform complex mathematical computations.
5. Knowledge of and skilled in, advanced Microsoft Excel, spreadsheets, and databases.
6. Knowledge of principles, practices, and methods of computer programming, systems analysis, hardware/software design and function, and the development of new computer applications.
7. Ability to plan, manage, and coordinate resources for projects, work independently or as part of a team; ability to work on multiple projects and prioritize workload while undergoing changing and challenging demands.

8. Ability to compile, analyze, and interpret facility asset information, cartographic data, complex relational databases, maps, and geographically coded information.
 9. Ability to create comprehensive reports of significant complexity utilizing graphics and datasets extracted from multiple sources.
 10. Ability to prepare clear and concise programming documentation, user procedures, and reports of analyses performed.
 11. Ability to develop training manuals and materials, and provide training presentations to office and districtwide staff.
 12. Ability to operate digitizer, scanner, plotter, and printer as needed for input/output of maps and reports.
 13. Ability to review and analyze department computer system requirements; select appropriate hardware and software for system design and develop hardware and software solutions.
 14. Ability to analyze and make recommendations for new computer systems, applications, and procedures; ability to develop detailed programming specifications with the ability to assist programmers and technicians in the development, interface, and execution of relational programs used districtwide.
 15. Ability to interpret written and oral instructions and communicate clearly, both orally and in writing.
 16. Ability to contribute to the efficiency and effectiveness of departments, service to schools, departments, and public by offering suggestions and participating as an active member of a work team.
 17. Ability to work cooperatively with employees, students, parents, state, and federal agencies, organizations, and members of the public in matters including, but not limited to: customer service, conflict resolution, release of information, and matters that may materially affect the Districts' practices and procedures.
 18. Ability to work flexible work hours and shifts.
 19. Ability to supervise, train, and evaluate assigned staff.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.).
2. Five (5) years' experience in a related field (i.e., facilities management, statistics, architecture, asset management, etc.) utilizing GIS; **or**,

Associate's degree from an accredited college or university or certificate of completion in computing and information technology with an emphasis in GIS; plus, three (3) years' experience in a related field (i.e., facilities management, statistics, architecture, asset management, etc.) utilizing GIS; or, Bachelor's degree from an accredited college or university in a related field (i.e. computer science, statistics, mathematics, geography, facilities management, etc.), which includes a minimum of one (1) semester in GIS; plus, one (1) year experience in the above related fields.

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. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Certification in ArcGIS I and ArcGIS II from Environmental Systems Research Institute, Inc. (ESRI) or equivalent; including, a minimum of forty (40) hours of GIS instruction.
4. Certification in ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis from a nationally recognized professional organization, such as, ESRI, CMCUS, or other comparable equivalent.

Preferred Qualifications

1. Experience working with ArcGIS and Microsoft Excel.
2. Extreme accuracy.
3. Two (2) years' experience in data management.
4. Experience in facilities management.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript from an accredited college or university, {if applicable}.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months of date printed) issued by the Department of Motor Vehicle.

5. Copy of ArcGIS I and ArcGIS II certification from Environmental Systems Research Institute, Inc. (ESRI) or equivalent; including, a minimum of forty (40) hours of GIS instruction.
 6. Copy of ArcGIS Desktop, ArcGIS Spatial Analyst, and Network Analysis certificate from a nationally recognized professional organization, such as, ESRI, CMCUS, or other comparable equivalent.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – offices and schools, as well as travel to and from District offices, schools, rural areas, vacant land developments, and construction sites.

Work Environment

Strength

Medium/Heavy – Exert force 25-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 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 materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate 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

District-issued/personal vehicle, various computers, printers, plotters, scanners, copy machines, modems, telephones, fax machines, calculators, filing cabinets, vehicles, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/18/22
- Created: 01/18/22