

Demographic Specialist

Position Details

Class Code: 4300

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, uses technical methods and site visits to assist in planning student attendance zone boundaries and projecting enrollment.

Essential Duties and Responsibilities

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

1. Maintains/updates the student distribution and school assignment file for computerized zoning.
2. Designs and performs research activities, including geographic data gathering and automated analyses.
3. Utilizes geographic software to plan student assignments.
4. Assists in developing school attendance boundaries and enrollment projections by providing primary research data.
5. Researches, studies, analyzes, and compiles technical/statistical data; utilizes external information in tracking development, forming projections, and planning.
6. Assists in evaluating and selecting new school locations; utilizes computer tools and site visits.
7. Serves as a Clark County School District (CCSD) liaison with agencies and the public regarding population projections, development tracking, and planning.
8. Coordinates/facilitates activities among CCSD personnel, traffic engineers, and law enforcement agencies regarding student safety in traveling to/from school.

9. Collects data for special reports, master plans, and capital improvement programs for CCSD divisions, associate superintendents, and the Board of Trustees.
 10. Conforms to safety standards, as prescribed.
 11. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

None specified.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of spreadsheet and database software.
 2. Knowledge of projection methodologies.
 3. Knowledge of accounting practices and database management.
 4. Knowledge of research techniques, sources, and availability of information.
 5. Ability to coordinate use of research data obtained.
 6. Ability to read/interpret demographic maps and geocoded information.
 7. Ability to articulate effectively in a public environment.
 8. Ability to communicate clearly, verbally and in writing.
 9. Ability to perform high-level mathematical calculations.
 10. Ability to work independently, without direct supervision.
 11. Ability to work cooperatively with employees, students, and the public.
 12. Ability to meet predetermined deadlines.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. 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 (General Educational Development (GED), foreign equivalency, etc.).
2. Any combination of training, experience, and education equivalent to a bachelor's degree in Urban Planning, Economics, Mathematics, or Public/Business Administration.

3. Three (3) years' progressively responsible, diversified, professional work experience.

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.

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. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
 5. Safe driving record.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities – offices, schools, and travel to/from vacant land or construction sites.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

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

Environmental Conditions

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

Hazards

Furniture, playground/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

None specified.

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: 01/16/24

- Created: 12/14/93