



NEW: Submitted:
08/28/2019 08/27/2019

JOB TITLE:	MANAGER GEOGRAPHIC INFORMATION SYSTEMS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Coordinates Districtwide Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Facilities, Transportation, Demographics, Student Assignment, Safety and Security, Research, and Planning; develops specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students; and identifies additional opportunities for Geographic Information System implementation and cost-savings; projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; provides information to the general public regarding student school assignment and Board Member District and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the District
- Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts
- Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the District
- Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System
- Develops and maintains Geographic Information System database and technology appropriate to the function of the District
- Develops custom applications for administrators, including web services for Principals and parents
- Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), Census Bureau, and other agencies dealing with population and pertinent geographic data
- Collaborates with Academies of Louisville to provide projects and internships for students
- Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments
- Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
- Maintains and documents all Board Member and other District school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding (DIME) File and coordinates data functions with Information Technology (IT)
- Provides information for control of student assignment to schools including monitoring school magnet and special programs
- Develops and maintains data base and technology appropriate to function of department
- Assists in auditing and documenting student data base programs in Pupil Personnel and IT

Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns

Develops and prepares student membership projections by schools, programs, and district on a short and long term basis

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times

requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

The work requires

activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Geographic Information System (GIS) Certificate

Three (3) years successful experience in the analysis and management of highly technical geographic data

Ability to work with groups, agencies and organizations concerned with census data and projections

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Successful experience in applying census, demographics, and Geographic Information System data to school system uses

Experience in using data management program

Experience in a diverse workplace