



REVISED: 07/01/2023  
Submitted: 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND PERFORMANCE OPTIMIZATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Leads districtwide Operations efforts; develops long-term plan to include all necessary departments including Geographic Information Systems (GIS), Facilities, Transportation, School Choice, Safety and Security, Research, and Planning, Diversity, Equity, and Poverty; develops long-term plans to efficiently and equitably allocate resources; responsible for supporting the District's administrative Operations activities at a high-level; assumes overall responsibility for planning and implementing new systems, evaluating advances in Operations technology; acts as chief contact between the District's Operations Services Department and those outside the unit; identifies additional opportunities for project implementation and cost-savings and makes recommendations to Chief Operations Officer.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Optimizes high-level district logistical processes including bus routes, school start times, Facilities Planning, and opening of school functions and makes recommendations to Chief Operations Officer

Implements data-driven solutions, including geospatial data, in order to develop and improve upon operations processes

Coordinates implementation of district processes

Provides guidance to Facilities Department for long-term planning and optimal space usage

Develops and maintains Operations database, dashboards and technology appropriate to the function of the district

Serves as liaison with all other District departments for planning and project implementation and presents Operations solutions to stakeholders

Identifies additional opportunities for GIS implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments

Identifies opportunities to implement GIS and/or Operational projects in order to increase efficiency and reduce costs throughout the District

Provides liaison as assigned with Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA) and other agencies dealing with pertinent geographic data

Works with Operational departments, Academic Schools and Services Divisions, and Student Assignment to determine short-term and long-term needs and budget impacts

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

Evaluates staff as assigned.

Performs other duties as assigned by the 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

Master's Degree or Bachelor's Degree

Geographic Information System (GIS) Certificate

Five (5) years of successful administrative experience with ESRI enterprise GIS, with five (5) years total in a highly technical field

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

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Advanced degree

Successful experience in applying GIS in a school system

Experience in application development

Experience in a diverse workplace