



REVISED: Submitted:
07/01/2023 05/23/2023

JOB TITLE:	ANALYST GEOGRAPHIC INFORMATION SYSTEMS (GIS)
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8489
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Analyzes Geographic Information Systems (GIS) data and makes recommendations to drive daily operations decisions; collects and analyzes field data for facilities room usage surveys, photos, global positioning system (GPS) data, and data from drone; digitizes data to create feature classes in GIS database for further analysis, prepares maps and reports for GIS Services Department to support Operations initiative.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Analyzes facility room usage data with school staff and GIS Services and verifies accuracy
Prepares and composes charts, documents, and maintains databases
Assists with preparing the annual projections of student enrollment
Collects field data including GPS data, photos, and building walk-throughs and imports into GIS database
Collects GPS data using survey-grade GPS unit
Compiles reports using all available GIS and GPS data sources
Converts existing data into a digital format that can be incorporated into a districtwide GIS
Helps maintain the historical information on the school boundary lines and statistical data
Helps prepare maps of the School Board districts, school attendance areas, etc. as required
Performs advanced GIS analyses
Analyzes report from databases
Researches and verifies geographic data and creates data in geospatial database
Travels to sites to conduct site surveys for both indoor and outdoor GIS
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

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

High School Diploma or GED
Proficiency in knowledge and use of Geographic Information System
Three (3) years successful experience in the analysis and management of highly technical data
Advanced spreadsheet (e.g. Microsoft Excel) skills
Ability to work with all stakeholders, including parents, school staff, and other District departments

Effective communication skills

DESIRABLE QUALIFICATIONS
Bachelor’s Degree
Geographic Information System (GIS) Certificate
Successful experience in applying GIS data to school systems uses
Experience in application development
Drone pilots license
Experience in a diverse workplace