

## **DEMOGRAPHICS/GIS MANAGER**

### **GENERAL RESPONSIBILITIES**

Responsible for creating and maintaining Geographic Information System (GIS) used to track and analyze geographic and demographic information on entire student population.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Generate student membership projections.
- Track and analyze school attendance boundaries.
- Make attendance zone determinations.
- Chair Building Utilization Committees for redistricting.
- Supply student data and reports to school agencies.
- Analyze student membership and school capacities to determine building utilization levels.
- Create and maintain student generation multipliers for residential housing types.
- Prepare reports on proposed new developments for City Planning Commission.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with the School Board, the administration and the media; must have technical expertise to work with complex mapping/GIS issues.

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree with specialized training in mapping and GIS systems. Experience in mapping and GIS.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### **PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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