

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST I

Class Code: 4294

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, plans, designs, implements, operates, and maintains the geographic information system to provide technical assistance in the activities of demographics, zoning, realty, and/or transportation routing and scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Operates the geographic information system utilizing computerized software to assist in, but not limited to, maintaining a current representation of street centerline file of Clark County for the Clark County School District.
2. May perform dynamic segmentation of streets and maintain associated map attribute files.
3. May conduct site location analysis of new schools.
4. May update and maintain zoning maps using school zone database.
5. Utilizes multiple formats of data input to complete assigned tasks.
6. Maintains relational databases of streets, student addresses, and school node locations.
7. Performs relational analyses of student data to street centerline information and school boundary files.
8. Updates and maintains school assignment and registration file.
9. Prepares graphic displays of studies and maps as requested by various departments and committees of the District.
10. Maintains supplies required for digitizer and/or plotter operations.
11. Evaluates proposed integration of new and/or upgraded hardware/software and provides technical support by identifying the impact to current operating systems; recommends appropriate actions.
12. Conforms to safety standards as prescribed.
13. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves maintaining relational databases and assists in coordinating data conversion for the Clark County School District geographic information systems and providing technical support to District staff.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of hardware and software design and functions.
2. Knowledge of ARC/INFO software commands.
3. Knowledge of operating systems related to assigned area.
4. Knowledge of mapping, projections, and scale standards.
5. Knowledge of computerized information systems.
6. Knowledge of research techniques, sources, and availability of information.
7. Ability to learn principals and practices of CAD drafting or graphic design and land surveying.
8. Ability to learn Commercial Driver's License (CDL) and Department of Transportation (DOT) rules and regulations as they relate to the planning of driver time and passenger/student transportation, (if assigned to transportation).

9. Ability to operate digitizer, scanner, plotter, and printer as needed for input/output of maps and reports.
10. Ability to compile, analyze, and interpret relational database.
11. Ability to plan and organize work.
12. Ability to interpret written and oral instructions.
13. Ability to communicate clearly orally and in writing.
14. Ability to work independently and without direct supervision.
15. Ability to work flexible work hours or shifts.
16. Ability to meet predetermined deadlines.
17. Ability to work cooperatively with employees, the public, and other agencies.
18. Ability to recognize and report hazards and apply safe work methods.
19. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc).
2. Four (4) years experience in the related fields below with emphasis in EDULOG, ARC/INFO, and/or AIX or SUN UNIX operating systems; or,
Associate's degree or certificate of completion in computing and information technology - geographic information systems emphasis; plus,
Two (2) years experience in a related field (i.e., urban/regional planning, demography, statistics, etc.), utilizing AIX or SUN UNIX operating systems; or,
Bachelor's degree in a related field (i.e., computer science, statistics, mathematics, geography, etc.), which includes a minimum of one (1) semester of ARC/INFO.

Licenses and Certificates:

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. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

OPERATING SYSTEM(S) AND SOFTWARE APPLICATION(S) REQUIRED IS CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Preferred Qualifications:

1. Knowledge of EDULOG computerized routing and scheduling software.
2. Knowledge of AIX and UNIX operating systems

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - travel to and from District offices, schools, rural areas, vacant land developments, and/or construction sites, etc.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 25-50 lbs., occasionally; 10-20 lbs., frequently; or a negligible amount of force to push, pull, lift, carry, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. 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 or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials and a VDT screen.

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 (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:

Various computers, printers, copy machines, surveying equipment, calculators, fax machines, telephones, District issued vehicles, digitizer, plotters, scanners, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.