

CLARK COUNTY SCHOOL DISTRICT

HUMAN RESOURCES DIVISION

GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST II

Class Code: 4295

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 57 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 (GIS) to provide technical assistance in the activities of Demographics, Zoning, and Realty Departments.

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 Arc/Info software to assist in but not limited to:
 - Conducts site location analysis of new school sites.
 - Updates and maintain zoning maps using the school zone database.
 - Updates county assessor file information to the Clark County School District GIS system.
 - Updates and maintain school site boundary and site information database.
2. Develops, designs, and tests GIS applications and implements programs and procedures to expand the system.
3. Modifies or revises software applications.
4. Manages disk space; coordinates and prepares user documentation resources to resolve user problems and optimize computer performance.
5. Develops procedures for converting data into GIS form; develops AML's for data integration and extraction of GIS database, ARC/Info administration, and mapping activities.
6. Makes recommendations and advises administration in the purchase and/or upgrade of new equipment.
7. Prepares graphic displays of studies and maps as requested by various departments and committees of the District.
8. Performs periodic backup of the GIS system data files.
9. Coordinates equipment maintenance through vendor contracts.
10. Maintains supplies required for GIS operation.
11. Conforms to safety standards as prescribed.
12. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves coordinating data conversion for the Clark County School District Geographic Information System and providing technical support to District staff and parent committees.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of hardware and software design and functionality.
2. Knowledge of ARC/INFO software commands.
3. Knowledge of computerized information systems and programming techniques.
4. Knowledge of research techniques, sources, and availability of information.
5. Ability to develop procedures using ARC/INFO software.
6. Ability to develop AML's for data integration and extraction.
7. Ability to operate printers and plotters used for output of maps and reports.
8. Ability to compile, analyze, and interpret relational database.

04/25/95

Revised: 04/17/98; 05/06/02; 07/15/05; 09/26/06; 06/20/07; 12/12/08

9. Ability to plan and organize work.
10. Ability to interpret written and oral instructions.
11. Ability to communicate clearly orally and in writing.
12. Ability to work independently and without direct supervision.
13. Ability to work flexible work hours or shifts.
14. Ability to meet predetermined deadlines.
15. Ability to work cooperatively with employees, the public, and other agencies.
16. Ability to recognize and report hazards and apply safe work methods.
17. 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. Five (5) years experience in the above related fields with emphasis in ARC/INFO; or, Associate's degree in computing and information technology-Geographic Information Systems emphasis; plus, Three (3) years experience in above related fields; or, Bachelor's degree in related field (i.e., computer science, statistics, mathematic, etc.), which includes a minimum of one semester of ARC/INFO; plus, one (1) year experience in the above related fields and SUN UNIX or related operation system experience.

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.

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 - offices, schools, and travel to and from vacant and rural land or construction sites.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, pushing, pulling, reaching, handling, repetitive fine motor activities, talking, and hearing; Occasional stooping, standing, kneeling, walking, and climbing. 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 and far acuity, focal length change, and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate 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, and District issued vehicles, 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.