

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – STATISTICIAN, DEMOGRAPHICS, ZONING, AND GEOGRAPHIC INFORMATION SYSTEM

Reference Code: A555

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible compiling, analyzing, summarizing, and providing statistical data and reports in relation to Demographics, Zoning, and Geographic Information System (GIS). This position is directly responsible to the Director, Demographics, Zoning, and GIS Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Provide statistical data and reports in relation to Demographics, Zoning, and GIS to the Board of School Trustees, Bond Oversight Committee, Attendance Zone Advisory Commission, Facilities Division, and the regions.
2. Responsible for activities relating to developing enrollment projections and analyzing various projection methodologies, calculating student yields and compiling trend analysis, and generating and analyzing student population reports.
3. Serve on the School Siting Methodology Committee; provide recommendations for school sites to the Bond Oversight Committee and the Board of School Trustees.
4. Responsible for monitoring and recommending changes to the Clark County School District's desegregation plan, school calendar conversions, and analyzing/calculating the number of schools and building additions required for bond related issues.
5. Responsible for providing responses to the state legislature by analyzing data and preparing statistical reports that impact the designated funding for the District, federal mandates for school choice such as No Child Left Behind, participate in the magnet lottery process, and evaluate the Prime 6 Plan (desegregation plan).
6. Attend and conduct public input meetings regarding student enrollment projections, staffing, growth concerns, siting of new schools, calendar conversion issues, and attendance zoning.
7. Prepare analysis of technical and statistical data to develop reports and recommendations regarding new school sites, calendar conversions, and evaluation of and changes to the desegregation plan.
8. Compile statistical reports and trend analysis for use by the Attendance Zone Advisory Commission for developing new and adjusting existing attendance boundaries.
9. Prepare and present data to public agencies and organizations, government bodies, news media, or District personnel.
10. Prepare analysis of technical and statistical data to develop reports for use by Real Property Management to assist in selecting sites for acquisition or lease for new school facilities.
11. Facilitate public input meetings for zoning, new schools, growth concerns, or student projections.
12. Represent the District as a committee member of Southern Nevada Association Population Projection Estimation Committee (SNAPPE) and serve on the District Magnet School Task Force.
13. Determine and recommend the siting of schools and provide justification satisfactory to the Bond Oversight Committee, the Board of School Trustees, District administrators, and the public.
14. Provide guidance to the Attendance Zone Advisory Commission and assist in establishing the best recommendation for attendance zones.
15. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Knowledge of statistical methods and applications, research, and analysis methods.
2. Knowledge of practices and principles of urban planning and development, demographics, zoning, and geographic information systems.
3. Knowledge of computer functions, statistical software, technical report writing, and graph and table preparation.
4. Ability to communicate clearly both orally and in writing.
5. Ability to analyze complex problems and develop solutions by performing technical research, and analysis; read, interpret, and compile technical and statistical data; and prepare statistical reports.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Two (2) years of responsible experience related to statistics and the compilation and analysis of information or two (2) years experience in demographics, zoning, and geographic information systems, or advanced coursework in statistics above earned bachelor's degree.
3. Computer proficiency with knowledge of database management and spreadsheet utilization.

Preferred Qualifications:

1. Bachelor's degree in statistics; urban planning; demographics, zoning, and GIS; economics; public administration; or related field.
2. Knowledge of Arc/Info software.
3. Hold or be able to acquire a Nevada Real Estate license.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.