



NEW: Submitted:  
09/25/2024 09/24/2024

JOB TITLE:	ASSISTANT DIRECTOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND PERFORMANCE OPTIMIZATION SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0000
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides leadership and direct supervision to implement and support districtwide GIS efforts. Plans, organizes, and implements GIS projects, working alongside other departments including Facilities, Transportation, School Choice, Safety and Security, Research, and Planning, Diversity, Equity and Poverty, Academics. Develops long-term, data-driven plans to efficiently and equitably allocation resources.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Supervises and provides direction to implement goals, objectives, and function of the GIS department, while ensuring professionalism and commitment to customer service
- Collaborates with Executive Director GIS to assess District’s GIS needs; executes the district long-range plans; establishes specific and relevant goals to improve services; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
- Collaborates with Assistant Director Routing and Special Populations to advise and support throughout the routing development and implementation process
- Collaborates with other departments across the District to problem-solve and identify mutually agreeable solutions for district initiatives
- Identifies additional opportunities for GIS implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments
- Optimizes high-level district processes including bus routes, start times, long-term facilities planning, and opening of school functions and makes recommendations to the Executive Director GIS
- Assures effective implementation of District goals and objectives where applicable
- Prepares required and special reports as requested
- Prepares, delivers, and assists with training opportunities as appropriate
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**MINIMUM QUALIFICATIONS**

Bachelor's degree

Successful experience in the analysis and management of highly technical geographic data

Four (4) years experience with ESRI enterprise GIS, with four (4) years in a highly technical field

Ability to work with all stakeholders, including parents, school staff, and other District departments

Effective communication skills

**DESIRABLE QUALIFICATIONS**

Master's Degree

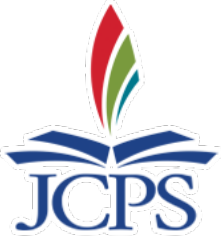
Successful experience in applying GIS in school systems

Drone pilots license

Process improvement background and training

Experience in application development

Experience in a diverse workplace



**NEW:** Revised: Submitted:  
 09/25/2024 09/24/2024  
 08/28/2019 08/27/2019

JOB TITLE:	TECHNICIAN GEOGRAPHIC INFORMATION SYSTEMS (GIS) <del>SUPPORT</del>
DIVISION	OPERATIONS <del>SERVICES</del>
SALARY SCHEDULE/GRADE:	<del>IA, GRADE 10</del> II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	<del>NON-EXEMPT</del> EXEMPT
JOB CLASS CODE:	8334
BARGAINING UNIT:	<del>CLAA</del> CLAP

### SCOPE OF RESPONSIBILITIES

Assists ~~Manager Geographic Information Systems (GIS)~~ Executive Director and Assistant Director GIS & Performance Optimization with daily operations including coordinating GIS projects with departments throughout the district; creates and maintains GIS data; coordinates data collection for facilities room usage surveys; shares data and creates reports as needed; trains and provides technical support to users within the District; ~~collects field data for indoors facility applications~~

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates facilities room usage data collection with school staff and GIS Services
Creates and provides maps and reports for users
Performs basic GIS analysis including geocoding, data editing, and creates feature classes
<del>Assists in planning data bases and data retrieval systems</del>
<del>Serves as liaison with data processing specialists for implementation</del>
<del>Prepares specifications for ad hoc reports and mass updates</del>
<del>Prepares and composes charts, documents, and maintains databases</del>
<del>Produces reports from data bases</del>
<del>Assists in preparing, maintaining and updating data and information</del>
<del>Performs studies for departments, offices, and agencies</del>
<del>Assists in compliance with district and/or community requests for special data requirements</del>
<del>Prepares interim and annual reports for district, state, and federal programs</del>
<del>Assists with compiling data for the annual projections of students enrollment</del>
<del>Collects field data including GPS data, photos, and building walk-throughs and imports into GIS database</del>
<del>Travels to sites to conduct site surveys for both indoor and outdoor GIS</del>
<del>Compiles reports using all available GIS data</del>
<del>Performs intermediate GIS analyses</del>
<del>Researches and verifies geographic data and creates data in geospatial database</del>
<del>Helps prepare maps as needed</del>
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

### 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 G.E.D.

Three (3) years data processing experience with highly technical data

Four (4) years research and data evaluation experience

Advanced spreadsheet (e.g., Microsoft Excel) skills

Effective communication skills

### DESIRABLE QUALIFICATIONS

Bachelor's degree

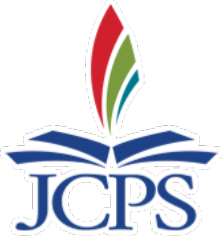
ERSI ArcGIS Training Certificate

Successful experience in applying census, demographics, and Geographic Information System data to school system uses

**Drone pilots license**

Experience in application development

Experience in a diverse workplace



Revised:  
09/25/2024

Submitted:  
09/24/2024

JOB TITLE:	TECHNICIAN GEOGRAPHIC INFORMATION SYSTEMS (GIS)
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8334
BARGAINING UNIT:	CLAP

### SCOPE OF RESPONSIBILITIES

Assists Executive Director and Assistant Director GIS & Performance Optimization with daily operations including coordinating GIS projects with departments throughout the district; creates and maintains GIS data; coordinates data collection for facilities room usage surveys; shares data and creates reports as needed; trains and provides technical support to users within the District; collects field data for indoors facility applications

### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates facilities room usage data collection with school staff and GIS Services

Creates and provides maps and reports for users

Performs basic GIS analysis including geocoding, data editing, and creates feature classes

Assists with compiling data for the annual projections of students enrollment

Collects field data including GPS data, photos, and building walk-throughs and imports into GIS database

Travels to sites to conduct site surveys for both indoor and outdoor GIS

Compiles reports using all available GIS data

Performs intermediate GIS analyses

Researches and verifies geographic data and creates data in geospatial database

Helps prepare maps as needed

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

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### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

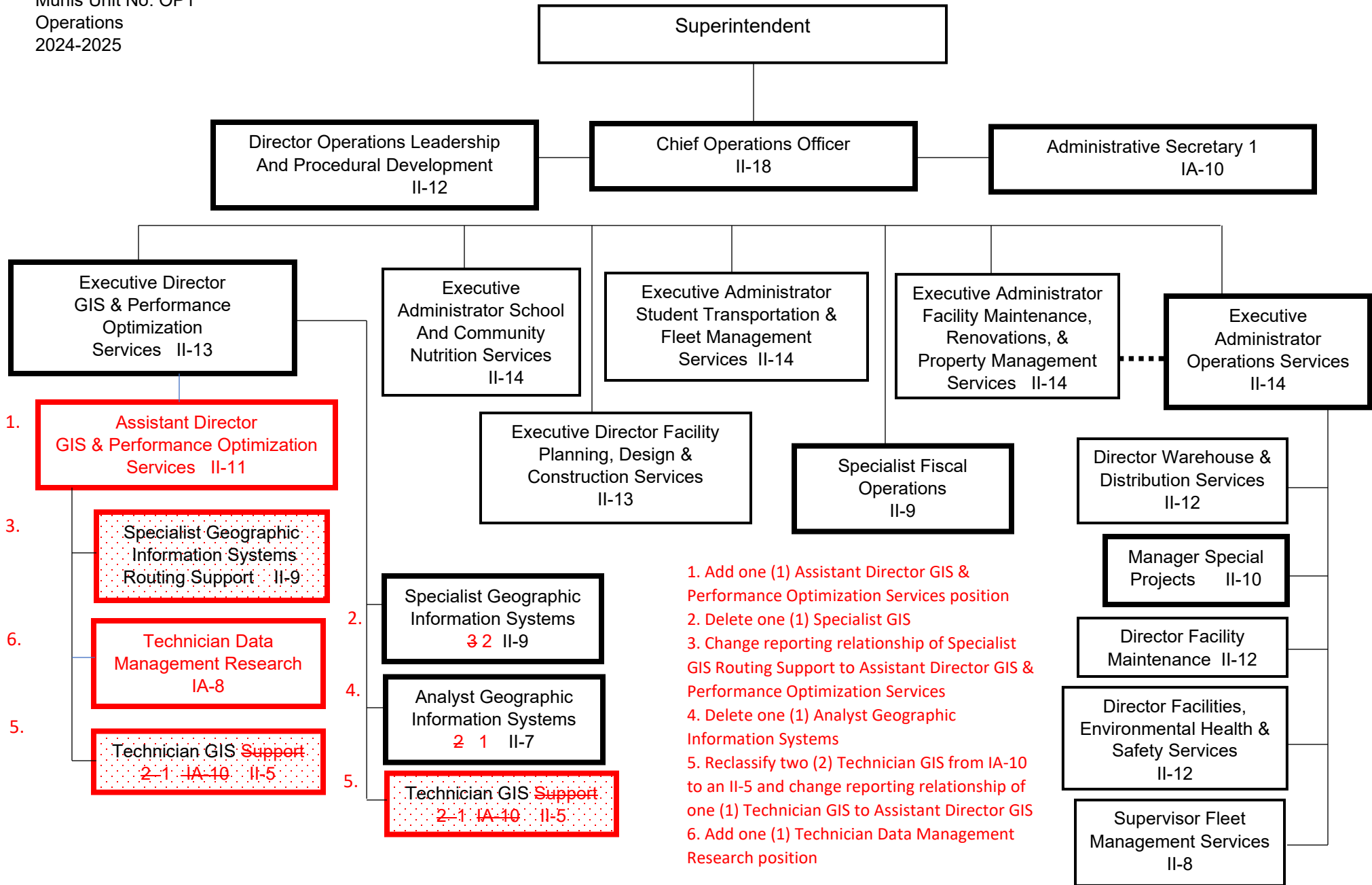
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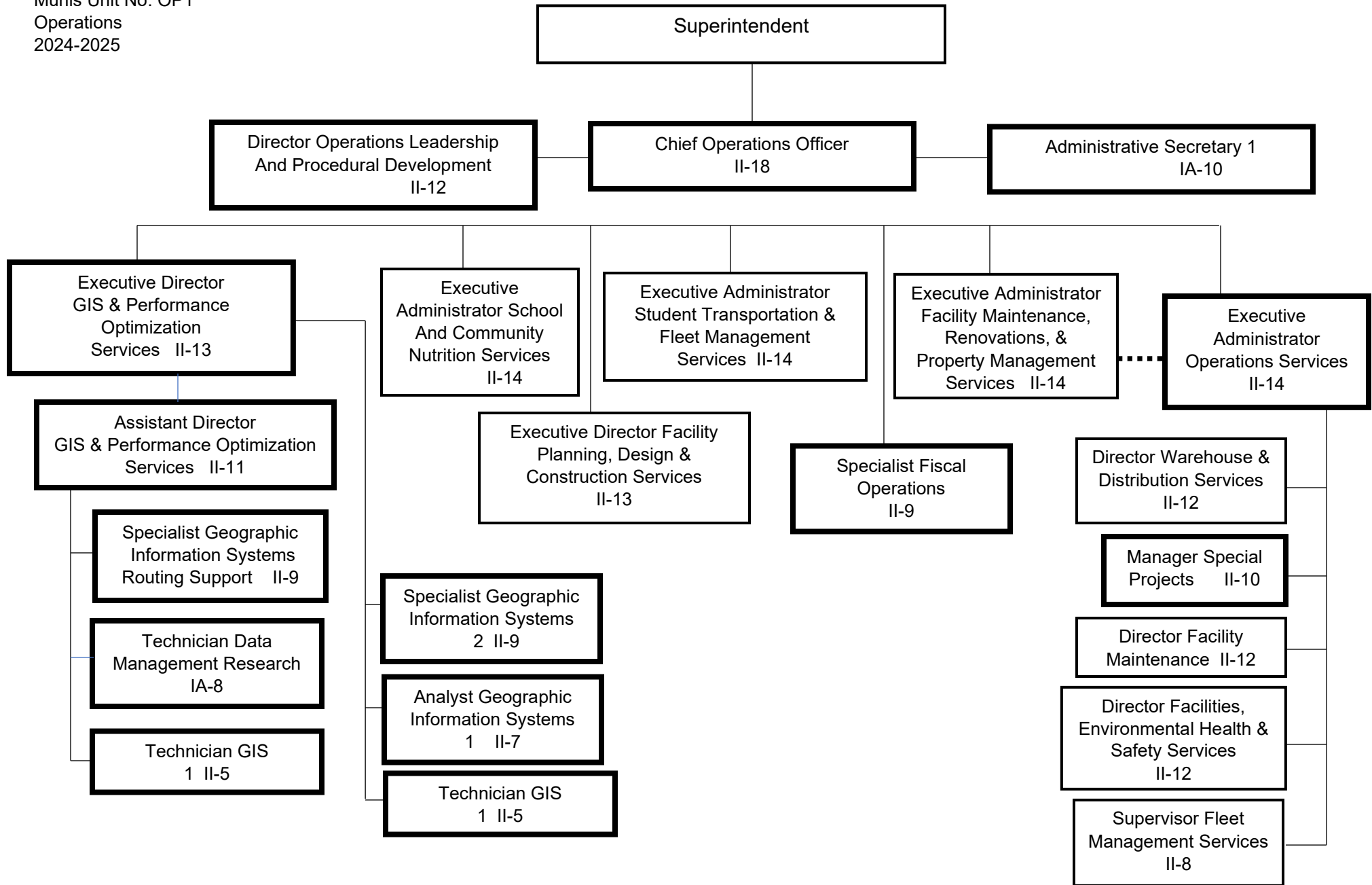
<b>DESIRABLE QUALIFICATIONS</b>
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Bachelor's degree
ERSI ArcGIS Training Certificate
Successful experience in applying census, demographics, and Geographic Information System data to school system uses
Drone pilots license
Experience in application development
Experience in a diverse workplace



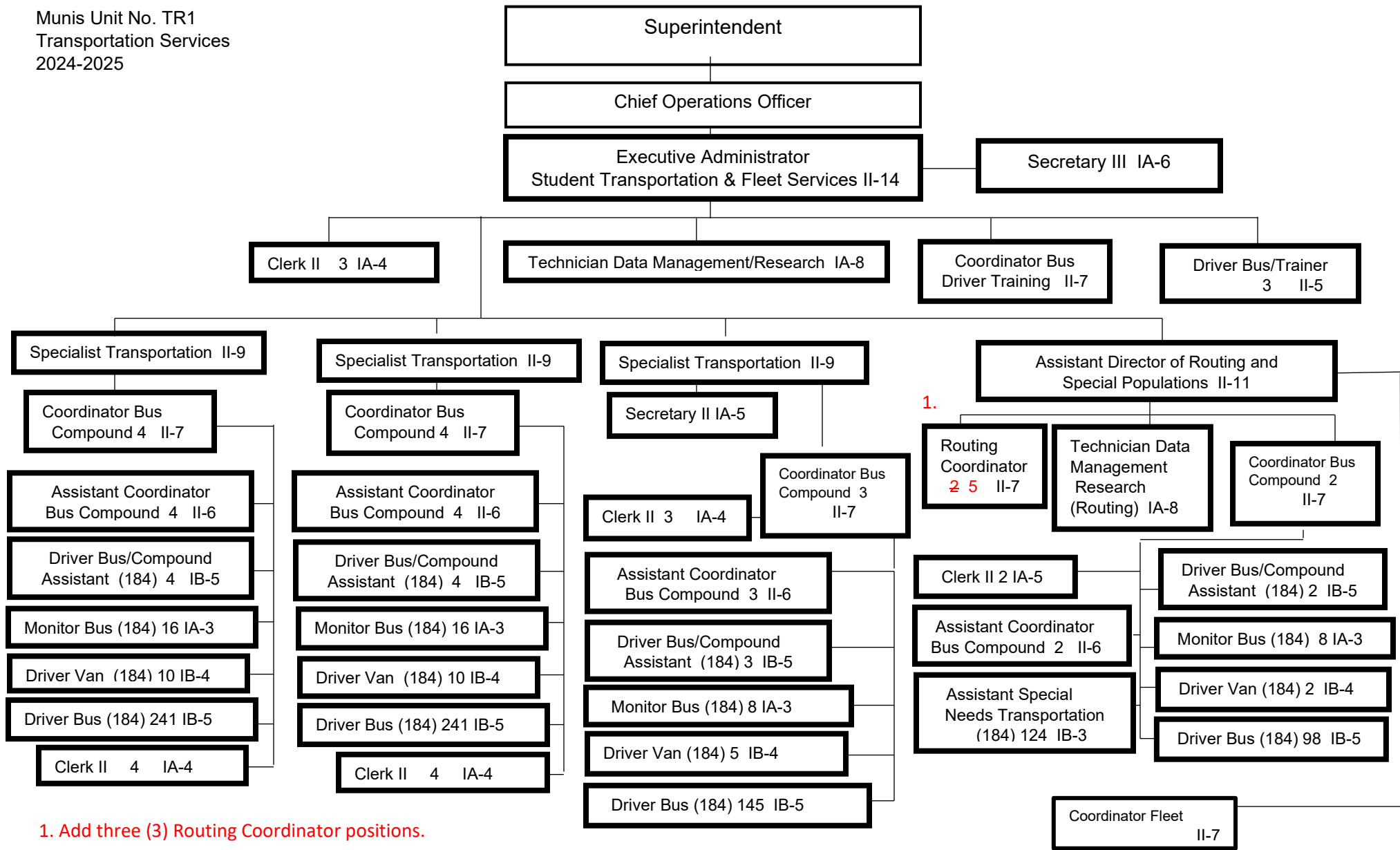
1. Add one (1) Assistant Director GIS & Performance Optimization Services position
2. Delete one (1) Specialist GIS
3. Change reporting relationship of Specialist GIS Routing Support to Assistant Director GIS & Performance Optimization Services
4. Delete one (1) Analyst Geographic Information Systems
5. Reclassify two (2) Technician GIS from IA-10 to an II-5 and change reporting relationship of one (1) Technician GIS to Assistant Director GIS
6. Add one (1) Technician Data Management Research position

Summary:  
 General Fund Positions: 15  
 Categorical Fund Positions: 0



Summary:  
 General Fund Positions: 15  
 Categorical Fund Positions: 0





1. Add three (3) Routing Coordinator positions.

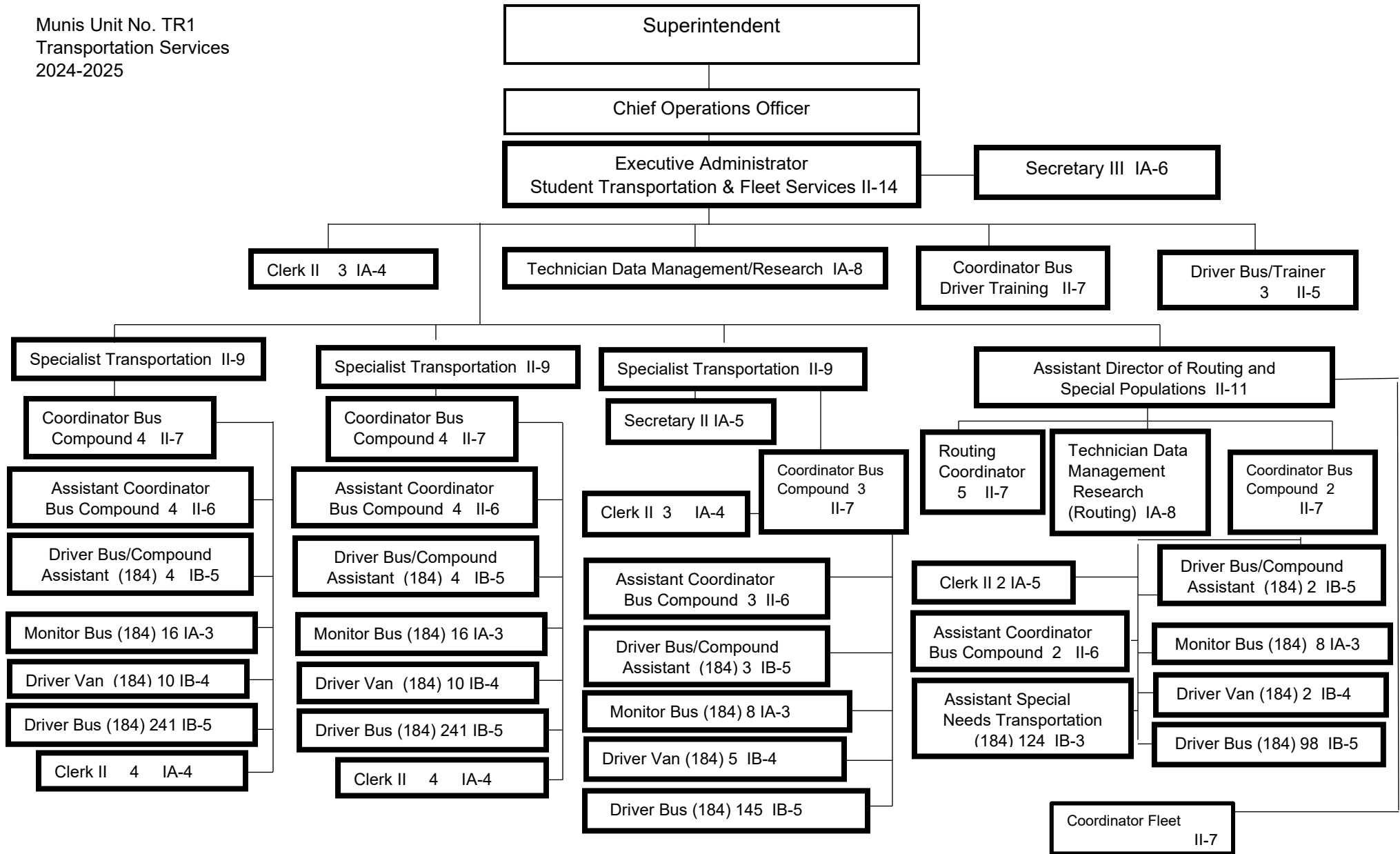
Summary:

General Fund Positions: ~~997~~1000

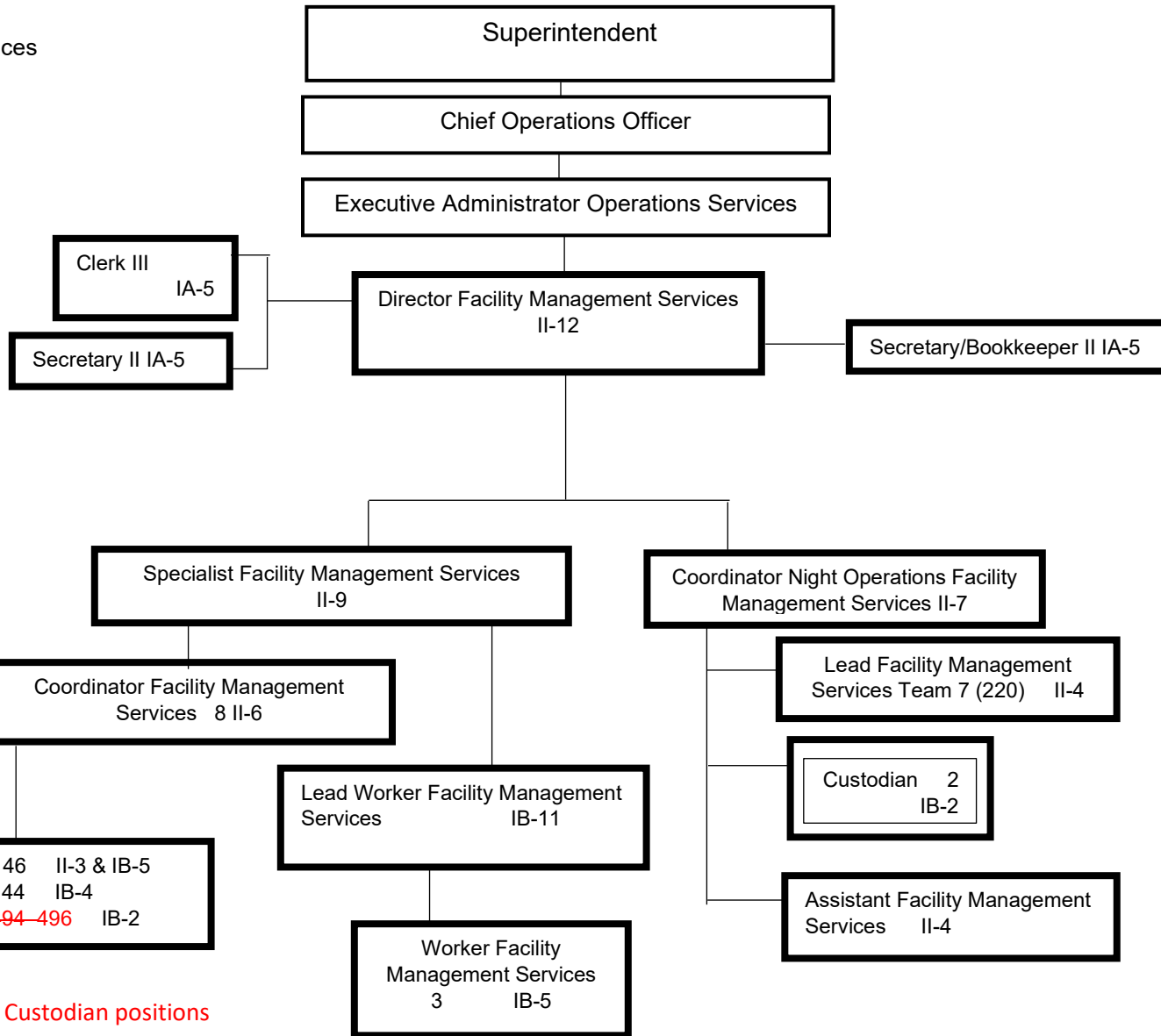
Categorical Fund Positions: 0

Submitted: 06/25/2024 09/24/2024

Effective: 07/01/2024 09/25/2024



Summary:  
 General Fund Positions: 1000  
 Categorical Fund Positions: 0



1.

1. Add two (2) Custodian positions

Summary:

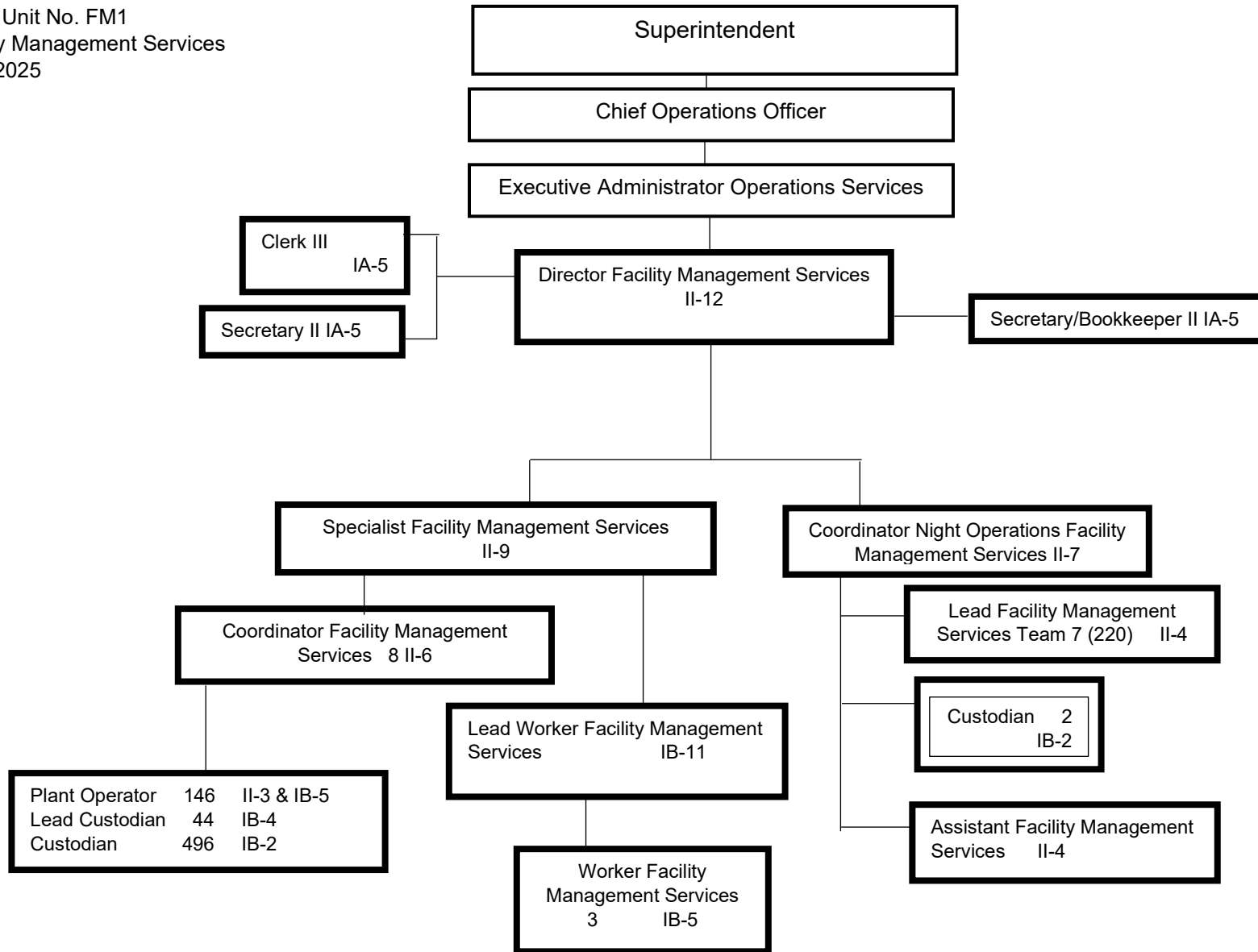
General Fund Positions: ~~710~~ 712

Categorical Fund Positions: 2

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Submitted: ~~03/26/2024~~ 09/24/2024

Effective: ~~07/01/2024~~ 09/25/2024



Summary:

General Fund Positions: 712

Categorical Fund Positions: 2

Submitted: 09/24/2024

Effective: 09/25/2024