

**DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**Job Description**

**GEOGRAPHIC INFORMATION SYSTEM (GIS) ANALYST**

Salary Schedule: 71N	Contracted Work Days: 245 Daily Work Hours: 7.5	NNB – Exempt Status
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**JOB GOAL:** To assist the Director of Planning in the creation, maintenance and analysis of data for the Planning Department’s Geographic Information System (GIS) related to school facilities, boundaries, and school concurrency.

**REQUIRED QUALIFICATIONS:**

1. Minimum of a bachelor’s degree in GIS, Geography, Engineering or a related field from an accredited institution
2. Certificate from ArcGIS training class or equivalent
3. Proficiency of full range of ESRI GIS software

**DESIRED QUALIFICATIONS:**

1. Two years of experience using ArcGIS software
2. Proficiency in a macro program (Arc Macro Language, VBScript, Python, .net or equivalent), Visual Basic application programming or Structure Query Language (SQL)
3. Proficiency in Excel, Access, Adobe Professional and Word software applications
4. Experience in a K-12 setting

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to analyze problems, gather and organize data and facilitate solutions
2. Effective use of numerical and computational applications
3. Demonstrate initiative in fulfilling performance responsibilities
4. Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of audiences
5. Demonstrate knowledge of current laws, regulations, and policies in assigned area of responsibility
6. Ability to organize, prioritize and manage time and task responsibilities

**REPORTS TO:** Director of Planning

**SUPERVISES:** Assigned Support Personnel

**PERFORMANCE RESPONSIBILITIES:**

1. Prepare and maintain all school boundary maps, student projection maps, maps used to project future housing and capacities, future projects, etc.
2. Provide and analyze student data for use in boundary planning, projections, etc.
3. Facilitate the distribution of maps to schools and district personnel
4. Maintain and update maps on the Department of Planning website

5. Coordinate with Pasco County Government and municipalities the exchange of current GIS data
6. Assist and interact with Planning staff in all aspects of school concurrency
7. Maintain a working knowledge of applicable state laws and Florida Department of Education regulations
8. Coordinate the input, maintenance and analysis of data associated with the District's concurrency management system
9. Operate and maintain GIS equipment
10. Attend and participate in meetings in assigned areas of responsibility
11. Participate in appropriate staff development opportunities
12. Perform other duties as assigned