GIS Analyst, GIS & Demographics Analysis (226 Days)

Position Type: Central Staff/Analyst

Date Posted: 4/26/2019

Location: GIS and Demographic Analysis

Closing Date: Until Filled

QUALIFICATIONS:
- Bachelor’s Degree from an accredited university preferred or combination of education and experience in related field
- Minimum of three years of experience with geographic information system design and maintenance
- Skills in graphic design or geographic information system design and maintenance
- Skills in a variety of software applications and peripheral hardware equipment
- Ability to establish and maintain effective working relationships with all levels of personnel within the district
- Ability to interface with technical and non-technical district personnel
- Demonstrated strategic planning and statistical analysis skills
- Organizational, communication, leadership, budgeting, and interpersonal skills required to achieve the goals of the position

BASIC FUNCTIONS:
- Design, update, and maintain district demographic and enrollment reports
- Assist with formulation of annual and long-term enrollment projections
- Design presentation-quality maps of the school district annually, showing demographic and enrollment data as well as other customized data, upon request
- Design attendance zone, trustee district, division, utilization and other pertinent maps showing school locations within the district; to be provided online and made available for printing
- Provide technical support in the maintenance of computers, office equipment and printers; assist in the maintenance and updates of software applications
- Provide data and technical support for the development of interactive mapping on the District website
- Help monitor and track public charter school enrollment, expansion, growth, closures, and any other changes that could impact Dallas ISD
- Maintain GIS system with district information, roads, street assignments, and attendance boundaries
- Provide process mapping, project management, and technical support for projects as assigned
- Produce computer generated reports utilizing various software packages including Microsoft Office and ArcMap, ArcGIS Pro, and QGIS
- Develop, implement and monitor quality control standards and procedures consistent with organization objectives
- Prepare reports and planning documents requiring technical precision, financial accuracy, readability, and editorial correctness
- Collaborate with all district divisions and community organizations on various projects requiring GIS and or demographic analysis
- Communicate with local government and community entities to stay abreast of economic development that could affect district enrollment, and help gather GIS data provided by those sources
- Respond to Public Information Requests per the Texas Public Information Act
- Keep abreast of technical, legislative, professional trends, and developments affecting assigned organizations and programs and disseminates this information to appropriate personnel
- Perform all other tasks and duties as assigned

Salary commensurate with education and experience

Selected individuals for Dallas Independent School District positions will be placed according to
FMLA regulations require all employers to post the updated FMLA notice.

A campus-based employee may not assume a new position for which he/she was selected based upon the posting process until the end of the current semester, unless approved by the chief officer – Human Capital Management.

A security check and disclosure of family relationship information is required for all positions.

No telephone calls please.

EQUAL OPPORTUNITY EMPLOYER M/F/H

If interested apply online at www.dallasisd.org

Dallas Independent School District, is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, genetic information, or any other basis prohibited by law. The District is required by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act, and the Age Discrimination Act of 1975, as amended, as well as board policy not to discriminate in such a manner (not all prohibited bases apply to all programs).