



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Professional Support

Position Title: GIS Analyst

Position Level: 20-22

FLSA Status:

Exempt

Non-Exempt

Employee Acknowledgement of Receipt Copy:

GENERAL DESCRIPTION

This position is primarily responsible for the oversight and technical support to the Geographic Information System (GIS), its users and operations along with developing and maintaining GIS databases. Maintaining software licenses and renewal, and installation of software at administrative level. Provides assistance with the district-wide redistricting process including assembling and analyzing social, economic, student populations, and related planning data.

KEY RESPONSIBILITIES

To utilize Geographic Information System (GIS) to develop and retrieve information for planning and reporting purposes including pupil assignment reports (e.g. attendance matrix, Enrollment Utilization Report, roll-forward, International Baccalaureate, tracking of Charter School students, Pre-K students, eligibility, street lists, school of attendance, etc.)

To troubleshoot operating problems with GIS systems.

To coordinate the maintenance, updating, and downloading of student addresses into the district's GIS system. (Geocoding)

To ensure updates from 911 Safety Administration are properly uploaded and maintain the district's master addresses.

To utilize geospatial data analysis, conversion, and data manipulation and editing with the district's mapping software.

To maintain and operate the district mapping and boundary planning system.

To maintain and troubleshoot problems with the current long-range planning software.

To produce geographic maps as needed.

To monitor, collect, analyze, and utilize demographic data to maintain files of proposed and existing tract developments.

To communicate with other departments and public agencies for the purpose of acquiring and the dissemination of information relating to attendance zone boundaries.

To attend meetings, that may take place outside the normal workday, paying special attention to the interrelatedness of decisions and consequences of actions on the short-term and long-term impact of the schools.

To create and publish the School Attendance Zone Boundaries Maps and Descriptions manual.

To create short- and long-range student growth projections by grade, by school to be used by district staff in the overall planning including capital outlay and redistricting.

To assist the Finance Department, staff in the preparing of student FTE/Enrollment.

To assist in support processes for leasing of property for district facilities which include multi-year leases, easements, and right-of-ways.

To maintain up-to-date working knowledge of the state requirements for educational facilities, administrative rules, and policies relating to planning, safety, and construction standards, and plan review.
To provide assistance with special projects and research information as directed.
Keep personally abreast of new developments in ESRI's ArcGIS software, computer hardware, data creation and editing, and application of analytical techniques to improve efficiency and quality of results.
Serve as a district liaison to municipalities, the county, the developmental community, and others to review proposed growth and potential impacts on school facilities.
Assist in providing up-to-date street listings for the student information system to verify student addresses and home-zoned schools.
Collect and analyze information related to short- and long-term planning.
Maintain a file of subdivisions and zoning applications, land use, and flood plain areas for Osceola County.
Assist in the coordination for the analysis, development, and implementation of district growth management plans.
Assist with the coordination of the Educational Impact Fee Study.
Review and approve applications for educational impact fee exemptions.
Perform other duties and responsibilities as assigned by Supervisor.

CLASS SPECIFICATION

Position Title: GIS Analyst

KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Bachelor's Degree from an accredited college or university with coursework in Business Administration, Public Administration, Geography, Economics, or related field. ESRI Certification preferred.
<i>Work Experience:</i>	Five (5) years of professional or technical experience in GIS, planning, computer science, or work-related field. Technical related experience in operating software systems.
<i>Impact of Actions:</i>	Makes recommendations or decisions which routinely impact the assigned department and may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify but are like those seen before. Moderate and analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present on an "as needed" basis to establish general objectives and to identify potential resources for assistance. Independent judgment is required to select and apply the most appropriate policies and procedures to achieve desired results.
<i>Communications:</i>	Requires frequent contact to discuss issues of critical and moderate importance and to respond to inquiries. Requires continuous contact with officials at higher levels on matters requiring cooperation, explanation, and persuasion or with the public involving the enforcement of regulations, policies, and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within the department. Has responsibility or authority which is limited to the direction of co-workers or temporary workers.
<i>Planning:</i>	Minimum five (5) years: Plan events that will occur during a one-to-five-year period and make recommendations for projects needed for long range planning up to twenty (20) years for the management of future growth of the district.
<i>Job-Related Knowledge and Skills:</i>	<p>Advanced Professional Skills: Requires knowledge and understanding of State Requirements for Educational Facilities (SREF), State Statutes, district policies, and local municipal and county planning policies and codes. Requires knowledge and the ability to understand and interpret drawings, specifications, plans, maps, and legal descriptions.</p> <p>Requires knowledge of the principles and practices of Geographic Information Systems (GIS) and applications. Requires excellent oral and written communication skills and the ability to make presentations to diverse groups.</p> <p>The professional theory and practice of the level above but applied at the advanced level of "seasoned" professional. Requires extensive knowledge of their professional discipline and a working knowledge or related fields. Understands information in several unrelated professional disciplines. Must have a valid Florida Driver's License.</p>

CLASS SPECIFICATION

<i>Working Conditions/Physical Effort:</i>	While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The noise level in the work environment is usually moderate. The employee is subject to environmental conditions which occur both inside and outside.
TERMS OF EMPLOYMENT	
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district. Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i>	
HISTORY OF BOARD APPROVAL AND REVISIONS	
Board Approved: 01.27.17; rev. 10/10/23	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 20 Entry level requirements and enrollment/action form.
- 21 Completion of 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.
- 22 Completion of an additional 20-hours of inservice in the past twelve months as approved by the supervisor, action form, and supervisor's recommendation.