



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/21/2023

GIS Analyst

Pay Scale: B

Level: 13

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Geographic Information System (GIS) Analyst supports the day-to-day operation of the Division of Planning and GIS Services. This position is responsible for the mapping and database management of information that is the foundation for the Capital Improvement Program (CIP), building facility management programming, school attendance zone planning, as well as mapping and research support for land management and school site acquisition.

The GIS Analyst works in a professional environment with a team of multidisciplined planners, engineers, architects, transportation specialists, and educators. The ability to effectively communicate and collaborate with individuals from a wide variety of backgrounds, both technical and non-technical, is required. The GIS Analyst must have advanced level skills and understanding of GIS and Esri software to develop database schemas and analysis methods to support project goals, as well as effectively use web resources to research and problem solve. Projects include geospatial solutions for desktop, web, and mobile.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Manages data integration and use of local and enterprise information systems including Geographic Information System (GIS), land management, and student information system software and programming
- Maintains and develops database files and spatial information ensuring the accuracy and completeness of all information in relation to industry standards and specifications as outlined by the Loudoun County Office of Mapping and Geographic Information and LCPS Division of Planning and GIS Services.
- Compiles and processes data including accurate street, parcel, and environmental mapping; school boundary mapping; attendance area descriptions; and student address verification
- Creates, edits, analyzes, and monitors data for facility management programming; works with vendors, staff, and school-based administrators to utilize, update, and maintain annual information
- Interacts with local governments and other public and private sector organizations to obtain school planning-related data used analyzed for capital budget and land use planning, including building permits, occupancy trends, residential zoning applications, residential development data, population trends, school program capacities, building use efficiencies, student scheduling, student demographic information, student generation and enrollment

- Develops and coordinates projects as needed to provide efficient and accurate data for school planning purposes

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's degree in geography, geographic information sciences, geospatial studies, planning, or a related field

Experience

Five (5) years of experience using GIS in local or regional government, private industry, or an educational environment

Experience with relational databases and database management software

Licenses and Certifications

Knowledge, Skills and Abilities

- Must demonstrate a high level of reliability, strong organizational skills, attention to detail, and sound judgment in professional matters
- Leadership qualities and personal characteristics necessary to work effectively with diverse groups, individuals, government officials, school staffs, and public
- Ability to communicate effectively, both orally and in writing

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.