



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/20/2023

Coordinator, GIS (Project)

Pay Scale: B

Level: 16

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) Project Coordinator supports the day-to-day operation of the Division of Planning and GIS Services. Responsibilities include supporting the intradepartmental needs of Department of Support Services directors and other senior leadership relating to a variety of GIS projects. The GIS Project Coordinator is responsible for the organization of multiple project workflows, intern staffing, scheduling, monitoring, and auditing of data collection.

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.

- Identifies and implements strategic planning initiatives for GIS projects relative to Department of Support Services guidelines
- Manages data integration and use of local and enterprise information systems including GIS, CADD, E-Builder, and other related asset management software and programming
- Develops and maintains 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
- Creates, edits, analyzes, and monitors data for multiple projects including facility management programming, building utilization, capacity programming, and other asset management programming
- Collaborates with vendors, staff, and school-based administrators to update and maintain programming needs
- Develops and coordinates projects as needed to provide efficient and accurate data for facility planning
- Directs work of GIS interns on identified special projects

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

Six (6) years of experience using GIS in local or regional government, private industry, or an educational environment

Licenses and Certifications

Knowledge, Skills and Abilities

- Proficiency in the use of relational databases and database management software
- Ability to consistently deliver timely, high-quality work
- Strong organizational skills and attention to detail
- Ability to exercise sound judgment in professional matters
- Leadership qualities and personal characteristics necessary to work effectively with diverse groups, individuals, government officials, school staff, and the 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.