

JOB TITLE  
SPECIALIST GEOGRAPHIC  
INFORMATION SYSTEM

DIVISION  
ADMINISTRATION

REPORTS TO  
DIRECTOR TRANSPORTATION

SALARY SCHEDULE & GRADE  
I I/IV, GRADE 8

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JANUARY 11, 2010

#### SCOPE OF RESPONSIBILITIES

Coordinates districtwide Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Facilities, Transportation, Demographics, Student Assignment, Research, and Planning; develops specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students in Geographic Information System Career Pathway; and identifies additional opportunities for Geographic Information System implementation and cost-savings.

#### PERFORMANCE RESPONSIBILITIES

1. Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the district.
2. Works with Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts.
3. Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the district.
4. Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System.
5. Develops and maintains Geographic Information System database and technology appropriate to the function of the district.
6. Develops custom applications for administrators, including web services for principals and parents.
7. Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), and other agencies dealing with pertinent geographic data.
8. Collaborates with School-to-Career and Geographic Information System teachers to provide projects and internships for students.
9. Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments.
10. Performs other duties as assigned by the Director Transportation.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

1. Bachelor's Degree
2. Proficiency in knowledge and use of Geographic Information System
3. Two (2) years successful experience in the analysis and management of highly technical geographic data
4. Ability to work with groups, agencies, and organizations concerned with district and county data
5. Good oral and written communication skills

#### DESIRABLE QUALIFICATIONS

1. Master's Degree
2. Geographic Information System (GIS) Certificate
3. Successful experience in applying Geographic Information System data to school systems uses

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