



JOB TITLE: GIS Planning Analyst

Organization Name: Guilford County Schools

Website: <https://www.gcsnc.com>

About Our Organization:

Guilford County Schools, the third largest school district in North Carolina and the 50th largest of more than 14,000 in the United States, serves more than 70,000 PK-12 students at 126 schools. With approximately 9,800 employees, GCS works in partnership with parents, businesses, colleges, and the community to deliver an education that connects student interests and skills with the careers and economy of our future here and around the world. We provide educational choices to meet individual student needs in a culturally diverse citizenship and new opportunities to help our students Soar to Greatness.

Reports To: Planning Director

Job Location: Greensboro, NC 27401

Grade: 7812

Salary Schedule: CLASS

Term: 12 Month

FLSA Status: Exempt

Job Purpose

Independently perform a wide variety of professional and administrative tasks to organize, initiate and complete work within the Planning Department. Work involves close coordination with the work of the Planning Director and the Program Administrator III – Planner/Demographer, as well as analyzing, maintaining, and updating digital ArcGIS assignment boundary layers, database information, real estate data, subdivision data, student data and a street-level school assignment database, and coordinating the use of this data with other staff and departments. Work includes extensive use of ArcGIS and data manipulation in the analysis of student attendance boundaries, real estate searches, county subdivision development tracking, student growth trends and the geocoding of student data. Extensive use of ArcGIS mapping and analysis in the development of special projects that support district administrative decision-making. Provides technical support to others in obtaining, understanding and utilizing Planning data. Exercise considerable tact and courtesy in contacts with the public, various school system staff, Board members, contractors, vendors, and other local government employees.

Tasks

The job profile is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, and/or new ones may be assigned at any time with or without notice.

- Utilize Geographic Information Systems (ArcGIS) in the analysis of student attendance boundaries, real estate searches, county subdivision development tracking, and the geocoding of student data, among other tasks and projects.

- Design, prepare and develop maps and analyses for various Planning projects and district needs, with extensive utilization of ArcGIS and MS Office programs.
- Clean, manipulate and verify the accuracy of data and GIS files used in Planning projects.
- Work with the Program Administrator III – Planner/Demographer to organize, maintain and update student assignment boundary data and map layers, and a street-level assignment database so they are current and available when needed.
- Coordinate with Student Assignment and Student Information staff regarding new and existing street-level school assignments and associated School Locator database updating.
- Crosscheck student assignment queries from staff and the public related to the street-level assignment database.
- Provide reports, analyze data and update street assignment database on an ongoing basis.
- Work with Planning Director and Program Administrator III – Planner/Demographer on all facets of assignment boundary development and modification.
- Collaborate with Program Administrator III – Planner/Demographer in the development of district school-level projections.
- Develop timelines for project implementation, including resources needed.
- Maintain inter-governmental contacts with various planning and GIS departments in Guilford County.
- Prepare written reports and analyses for public meetings with various audiences, including principals, district leadership, the Board of Education and the public.
- Coordinate and oversee the gathering, analysis and use of geocoded student data with other departments.
- Coordinate with other Accountability, Research and Planning staff regarding research projects, projection methodologies, and other related work projects.
- Read various publications and attend various workshops, seminars, etc., to continuously upgrade professional knowledge.
- Perform other tasks as assigned by management.

Work Activities

- Advise others on business or operational matters.
- Communicate with supervisors, peers, or subordinates.
- Compile data or documentation.
- Confer with others to coordinate work activities.
- Establish and maintain interpersonal relationships.
- Examine documents to verify adherence to requirements.
- Operate office equipment.
- Prepare information or reference materials.
- Prepare reports related to compliance matters.
- Provide information to others.
- Resolve conflicts and negotiating with others.

Work Content

Physical Demands

The employee occasionally stands, walks, stoops, kneels, crouches, and/or crawls.

The employee regularly sits, uses hands to finger, handle, or feel, reaches with hands and arms, talks, and hears.

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts up to 10 pounds.

Visions

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Qualification

Years of Experience 5-7

Education Bachelor's Degree, Master's Degree preferred

Additional Information Bachelor's Degree in Planning, Statistics, Geography, Business Administration, Public Administration, Computer Science, or a related field, and 5-7 years of related experience with a public planning agency; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Extensive working knowledge of ArcGIS software required. Experience with Access, R, SAS and/or SQL preferred. Master's Degree in Planning, Statistics, or Geography preferred.

Skills

Basic Skills

- **Active Listening**
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**
Talking to others to convey information effectively.
- **Reading Comprehension**
Understanding written sentences and paragraphs in work related documents.
- **Active Learning**
Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Writing**
Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Instructing**
Teaching others how to do something.
- **Social Perceptiveness**
Being aware of others' reactions and understanding why they react as they do.
- **Coordination**
Adjusting actions in relation to others' actions.
- **Service Orientation**
Actively looking for ways to help people.
- **Persuasion**
Persuading others to change their minds or behavior.

Complex Problem-Solving Skills

- **Complex Problem Solving**
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Resource Management Skills

- **Time Management**
Managing one's own time and the time of others.
- **Management of Material Resources**
Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

Desktop Computer Skills

- **Databases**

Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.

- **Navigation**

Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

- **Spreadsheets**

Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.

- **Word Processing**

Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

- **Presentations**

Using a computer application to create, manipulate, edit, and show virtual slide presentations.

- **Mapping**

Using ArcGIS to create, manipulate, edit, analyze and show maps, data, and mapping products used for district operations, projects and analyses.

Knowledge

Required

- English Language
- Administration and Management
- Customer and Personal Service
- Urban Planning
- Planning principles and practices including demographic analysis, strategic organization planning, and the dynamics of community participation planning
- Geographic Information Systems (GIS) and their application to the planning process
- School boundary modification process using GIS applications

Tools

- Desktop computers
- Calculators
- Photocopiers
- Scanners
- Computer Hardware

Technology

- Database management software
- Word processing software
- Electronic mail software
- Internet browser software
- Office suite software

Guilford County Schools is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.