

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR III –DEMOGRAPHER

GENERAL STATEMENT OF JOB

Under limited supervision, performs specialized technical, administrative, and professional work to support redistricting, research, and planning for the County school system. Work involves preparing detailed demographic forecasts used in budgeting, redistricting, and facilities planning; creating and maintaining school attendance zone boundaries in the Transportation Information Management System (TIMS); building and maintaining school attendance computer street file; creating and maintaining political and census track boundaries; and creating and editing computer-generated attendance zone maps. Employee is also responsible for serving as a “computer consultant” on various special projects or for special requests. Work requires frequent interaction with personnel from other governmental entities and the general public. Employee reports to the Executive Director – Facilities and Construction Management.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Prepares detailed demographic forecasts used in budgeting, redistricting, and facilities planning. (Validates projects by using linear-programming models on trends in school population in Guilford County.)

Develops facilities utilization strategies for matching future student populations with school facilities.

Prepares plans for addition of and relocation of mobile classrooms.

Supports and guides student attendance zone redistricting by collecting demographic data, preparing various plans and maps, and developing strategies regarding school site utilization. (Prepares plans for the phasing in of adopted student assignment plan.)

Researches public land records of future school sites and other land needs.

Develops computer-based presentations regarding redistricting, facilities planning, etc.

Creates and maintains school attendance zone boundaries in the Transportation Information Management Systems (TIMS) geo-system; builds and maintains school attendance computer street file; creates and maintains political and census track boundaries in TIMS; creates and edits computer-generated attendance zone maps; and creates and maintains “neighborhood” zones. Consults and provides advice on factors relating to creating or altering attendance zones.

PROGRAM ADMIN. III - DEMOGRAPHER

Interprets maps and associated documents to identify the school(s) associated with new or existing streets.

Attends Facilities-related board or committee meetings.

Consults and provides advice and/or support for Data Processing personnel in the area of student information within the Comprehensive Information Management System (CIMS); provides assistance with student assignments.

Consults and provides advice and/or support for Data Processing personnel in the area of student information systems; provides assistance with student assignments.

Contacts state Department of Public Instruction (DPI) for requesting new school numbers from state school statistical accounting office and providing such with updates on school names and locations.

Maintains inter-governmental contacts with various planning departments in Guilford County.

Prepares presentations to public planning groups.

Creates and maintains site information files on school facilities. Supports district activities associated with closed schools.

Recompiles RPG programs within CIMS custom program area; creates and updates AS/400 query language jobs

Provides assistance on various special projects requiring an extensive knowledge of data processing systems and applications.

ADDITIONAL JOB FUNCTIONS

Serves as Building Supervisor for the English Road building, which includes supervision of the building custodian and receptionist.

Serves as building principal and as building site technologist for microcomputers.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Masters in Applied Geography with Urban Planning/Statistical Graduation preferred. Bachelor's Degree in Business Administration, Computer Science, Planning or related field and 10 years of experience in urban planning and computer systems analysis and

PROGRAM ADMIN. III - DEMOGRAPHER

programming; or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, computer software, computer hardware, sharing devices, etc. Must be able to exert 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. Physical demands are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, invoices, technical manuals, maps, newsletters, trade journals, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, boundary maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written,

PROGRAM ADMIN. III - DEMOGRAPHER

diagrammatic or schedule form. Also requires the ability to apply principals of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology. Must also be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office and computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, computer equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of planning principals and practices including analysis, strategic organization planning, and the dynamics of community participation planning.

Considerable knowledge of the practices and procedures associated with computerized mapping.

PROGRAM ADMIN. III - DEMOGRAPHER

Considerable knowledge or regulations and procedures regarding redistricting and/or revising school attendance zones.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of programming techniques, programming languages, operating systems, capabilities and limitations, and service requirements of computers and auxiliary equipment currently in the school system.

Considerable knowledge of the operation of a computer and all peripheral equipment.

Considerable knowledge of the techniques used in systems analysis and design.

General knowledge of the principles of organization and administration.

General knowledge of the current literature, trends and developments in the field of information systems and data processing.

Skill in the use of computer hardware and software.

Skill in recognizing, analyzing and providing solutions to difficult data processing problems.

Ability to interpret and apply federal, state, local, and school system policies and regulations regarding planning and student assignment.

Ability to work in an environment, which is periodically "high pressure" with tight deadlines.

Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

PROGRAM ADMIN. III - DEMOGRAPHER