Job Description

Position Title:	Geographic Information Analyst, I
Job Title:	Geographic Information Analyst
Function:	Business Intelligence & Data Analytics
Family:	Analytics & Reporting

Reports to:	Administrator Assigned	Pay Grade:	E13
Terms of Employment:	• 230 days per year. • Non-Chapter 21 employment agreement. • Salary is in the pay grade E13 on the Exempt SAISD Compensation Plan. • Entry salary is at $54,519.20 with consideration for directly related experience.	FLSA Classification:	Exempt
Funding Source:	This position is locally funded		

Job Scope

Use significant independent judgment and familiarity of the field to perform work. May be responsible for administration of various moderate and high complexity departmental programs and may be the lead a group of employees. May develop policies and procedures and oversee the implementation and execution of them.

Position Summary

The Geographic Information Analyst maintains the District Accountability reporting system to ensure efficient and effective data retrieval, aggregation, and access of all District geographic information electronic information. The position is responsible for applying knowledge of Geographic Information Systems (GIS) to a variety of projects for analytical purposes; designs, compiles, and analyzes data; prepares data, analysis, maps, and mapping applications for various district departments and the general public.

Essential Functions / Key Responsibilities

1. Collects, organizes, and analyzes information related to the development of moderately complex geographic information database applications for specific user needs.
2. Designs, codes, implements, maintains, and documents custom databases, WEB programming, and other applicable software using solid knowledge.
3. Evaluates moderately complex software and hardware suitability, and applicability within District's data repositories using solid knowledge.
4. Provides technical assistance for moderately complex applications, database software and hardware.
5. Performs moderately complex data downloads from mainframe and other external sources to Data Warehouse; performs scheduled server maintenance as needed under general supervision.
6. Researches, recommends, and implements new, innovative/moderately complex geographic information database programming and software development programs using latitude for independent judgement.
7. Communicates date and field clarifications with system staff.
8. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Job Description

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience.
- 5+ years progressive experience in programming, database design, data modeling, business intelligence, ETL design and data analysis, data warehousing, dimensional modeling and/or data marts background.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately $50.00) paid by the employee

Preferred Requirements

- Master's Degree from an accredited college or university.
- 8+ years progressive experience in programming, database design, data modeling, business intelligence, ETL design and data analysis, data warehousing, dimensional modeling and/or data marts background.

Knowledge, Skills & Abilities

- Knowledge of various operating systems and productivity tools.
- Demonstrated knowledge of business and/or student type databases.
- Knowledge of database design and database languages.
- Proven ability to normalize, extract and aggregate data and databases.
- Proven ability to problem solves, think critically, and manage conflicts.
- Excellent communication, public relations, and interpersonal skills.

Working Conditions

Work Environment:
- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.

Physical Demands/Requirements:
- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Revised: 01/17/2022

Job Description

Supervisory Responsibilities / Direct Reports

- None

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Signature: _____   Date: _____