

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Demographer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	059 OTBS
REVISED:	November 30, 2005		

BASIC FUNCTION:

Develop and maintain demographic and geographic computer databases, and plan and conduct related statistical analyses to develop enrollment forecasts used for short- and long-range facilities and budget planning, boundary studies, and other demographic studies as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Compile data and develop computerized statistical models used for enrollment forecasting, analysis, and management decision making. **E**

Maintain and develop computer databases related to pupil geographic distribution, enrollment history, and school assignment; develop analyses, scenarios and related reports regarding enrollment history, enrollment forecasts, and attendance/enrollment patterns including those impacted by real estate development and area demographic changes; establish schedules for timely reporting of data. **E**

Maintain school assignment/street address computer lookup application for central office and school sites; maintain software, and data bases for department's geographic information system; maintain school boundary descriptions and develop boundary changes; arrange for updates and distribution of boundary maps and descriptions; maintain department website containing boundary-related information. **E**

Contact school sites, city agencies, and residential developers to collect enrollment, demographic, and housing development data; prepare enrollment forecasts and reports, including related tables and graphs for the district, high school clusters, individual schools, and other geographic areas. **E**

Interpret data and policies, and serve as liaison between the department and the Board of Education, district staff, outside agencies and the public. **E**

Train and direct the work of assigned staff. **E**

Attend pertinent meetings and conferences and serve on committees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in geographic information systems, geography, statistics, public administration, urban planning or related field and at least three years of recent, progressively responsible experience in geographically-based database development, data management, data analysis, and report preparation with a large school district, other public agency or consulting firm.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Geographic information systems (ArcView G.I.S. preferred), spreadsheet, database and word processing software.

Quantitative and qualitative statistical analysis.

Technical aspects of field of specialty.

ABILITY TO:

Use database development software and related programming languages.

Apply demographic and urban planning research methods and techniques.

Prepare narrative and statistical reports and recommendations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Direct the work of assigned personnel.

Establish and maintain effective working relationships with the Board of Education, all levels of district staff, other agencies, community planning groups and the public.

Plan and organize work.

Meet schedules and time lines.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files; lifting light objects.

Job Code 6526

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