ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

CAPITAL PLANNING PROGRAM ANALYST (CIP)

POSITION:　　　　　Capital Planning Program Analyst - CIP

REPORTS TO:　　　Director of Capital Planning

LOCATION:　　　　Division of Supporting Services

NATURE OF WORK:
This is a highly technical position that, under direction of the Director of Capital Planning, performs demographic data research and complex analysis. Assists with the development of the State and Local Capital Improvements Program data analysis, budgeting and projections, and approval process. Conducts work to track growth factors, including networking with county planners, developers and realtors to support enrollment forecasting, planning documents, studies and capital project development. Assists with research and analysis for site selection and prepares reports and presentations for site approval. Provides support in the preparation, completion, analysis, and implementation of enrollment and demographic projections, Educational Facilities Master Plan, six-year capital improvements program, reports and presentations. Completes research, analysis, and data management on a variety of subjects including but not limited to the capital and operating budgets, student and facility demographics, and state construction initiatives. This position involves considerable coordination with school system, county and state personnel, and the general public.

ESSENTIAL FUNCTIONS:
- Assist with management of the capital program and site acquisition efforts of the Department of Capital Planning;
- Researches and assures the compliance of the capital improvements program and site/facility use within county, state, and federal regulations/codes;
- Serves as the liaison on capital program issues, responding to telephone inquiries from citizens, schools, developers, and realtors;
- Demonstrates ability to analyze complex problems and to prepare effective plans, reports, presentations, and correspondence;
- Utilizes computer software programs to access and analyze data;
- Works with citizens in small and large groups as well as by phone and in writing;
- Analyzes data and initiates reports related to student population, site acquisition, budgeting, and other demographic data;
- Prepares information, documents, reports and presentations for public presentation; and
- Clearly and concisely communicates technical information to non-technical users at all organizational levels.

DUTIES AND RESPONSIBILITIES:
- Serves as representative on committees related to capital planning and growth related topics;
- Maintains population, facility, budget, and demographic databases;
- Calculates annually a variety of reports on population growth, facility and site inventory, and a variety of other demographic data for capital budget and master plan publications;
- Develops and maintains data needed to respond to appropriate information requests regarding school facility utilization, site acquisition, student demographic data, school facility data, capital improvements program, and the operating budget;
- Participates in the development and preparation of alternative solutions to identified problems;

- Participates in the preparation of staff responses to requests for data and information and other correspondence relating to the CIP, Master Plans, and budgets;
- Provides training and education regarding capital planning to department staff;
- Actively participates in committee and public meetings, which may result in flexible and evening hours;
- Networks with local and state agencies to acquire demographic and compliance data;
- Produces detailed analysis, reports and maps as derived from demographic, budgetary, and land use planning data;
- Conducts research to identify additional sources of data to be utilized in the capital improvements program;
- Maintains relocatable, facility, and site databases for the departments use;
- Completes research and conduct surveys;
- Assists with land acquisition review, approval, and acquisition;
- Remains current on industry trends and initiatives for the enhancement of the capital planning programs; and
- Performs other related and non related job duties as assigned.

QUALIFICATIONS:
- High school diploma required; graduation from an accredited college, university or technical institution with a focus on courses in demographics, planning, statistics, business, management, and/or computer science preferred.
- Two or more years on the job experience in a planning environment applying analytical and computer skills to the interpretation of data or any acceptable combination of education, training and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
- Proficient knowledge of and ability to utilize Microsoft Word, Excel, Access, and PowerPoint software applications required. Knowledge of Federal, State, and Local programs/data depositories for land use preferred.
- Possession of excellent oral and written communication skills. Ability to clearly and concisely communicate technical information to non-technical users at all organizational levels, including faculty, staff and the community.
- Must possess a valid Maryland driver's license at the time of employment.
- Applicant may be required to use a personal vehicle, with mileage reimbursed at the county rate, when required to travel between locations during the same day.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based EASMC-ESP salary schedule for twelve-month seven hour employees – Range 29.

BARGANING UNIT ELIGIBILITY: EASMC-ESP

POSITION: Capital Planning Program Analyst - GIS

REPORTS TO: Director of Capital Planning

LOCATION: Division of Supporting Services

NATURE OF WORK:
This is a highly technical position that, under direction of the Director of Capital Planning, performs demographic and geographic-based data research and complex analysis. Develops and maintains school assignment information on the school systems Geographic Information System (GIS), and uses this system for analysis of demographic data on the student population and other county data. Conducts work to track growth factors, including networking with county planners, developers and realtors to support enrollment forecasting, planning documents, studies, and accurate assignment of communities and streets to school service areas.   Develops and maintains school boundary maps and special area planning maps. Provides support in the preparation, completion, analysis, and implementation of enrollment projections, Educational Facilities Master Plan, six-year capital improvements program, reports, and presentations. Completes research, analysis, and data management on a variety of subjects including but not limited to the capital and operating budgets, student, and facility demographics. This position involves considerable coordination with school system, county and state personnel, and the general public.

ESSENTIAL FUNCTIONS:
- Manages the GIS efforts of the Department of Capital Planning;
- Researches and assures the integrity of critical school assignment information on geographic information systems, including creating and modifying maps;
- Serves as the liaison on school geography issues, responding to telephone inquiries from citizens, schools, developers, and realtors;
- Analyzes complex problems and prepares effective plans, reports, presentations, and correspondence;
- Utilizes computer software programs to access and analyze data;
- Works with citizens in small and large groups as well as by phone and in writing;
- Analyzes data and initiate reports related to school boundary, student population, budgeting, and other demographic data;
- Prepares maps, documents, reports and presentations for public presentation; and
- Clearly and concisely communicates technical information to non-technical users at all organizational levels.

DUTIES AND RESPONSIBILITIES:
- Serves as representative on committees related to capital planning and GIS related topics;
- Maintains GIS, facility, budget, and demographic databases;
- Calculates annually the program capacity of schools and summarizes space availability and facilities data for capital budget and master plan publications;
- Develops and maintains data needed to respond to appropriate information requests regarding school facility usage, school boundary issues, student demographic data, school facility data, capital improvements program, and the operating budget;
- Participates in the development and preparation of alternative solutions to identified problems;

- Participates in the preparation of staff responses to requests for data and information and other correspondence relating to the CIP, Master Plans, and budgets;
- Provides training and education regarding GIS to department staff;
- Actively participates in committee and public meetings, which may result in flexible and evening hours;
- Networks with local and state agencies to acquire demographic and mapping data;
- Produces detailed analysis, reports and maps as derived from demographic, budgetary, and land use planning data;
- Conducts research to identify additional sources of data to be utilized in the GIS program;
- Maintains facility floor plans and facility databases for the departments use;
- Completes research and conduct surveys;
- Assists with land acquisition review, approval, and acquisition;
- Remains current on industry trends and initiatives for the enhancement of the capital planning and GIS programs; and
- Performs other related and non related job duties as assigned.

QUALIFICATIONS:
- High school diploma required; graduation from an accredited college, university or technical institution with a focus on courses in demographics, planning, statistics, business, management, and/or computer science preferred.
- Two or more years on the job experience in a planning environment applying analytical and computer skills to the interpretation of data or any acceptable combination of education, training and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
- Proficient knowledge of and ability to utilize Microsoft Word, Excel, Access, and PowerPoint software applications required. Knowledge of ArcGIS or AcrMap software preferred.
- Possession of excellent oral and written communication skills. Ability to clearly and concisely communicate technical information to non-technical users at all organizational levels, including faculty, staff and the community.
- Must possess a valid Maryland driver's license at the time of employment.
- Applicant may be required to use a personal vehicle, with mileage reimbursed at the county rate, when required to travel between locations during the same day.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

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