

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6460
Pay Grade: C05

FLSA: Exempt

DEMOGRAPHIC SPECIALIST

MAJOR FUNCTION:

Collects, analyzes, and interprets demographic data that is needed for long and short range planning for school sites, boundary changes, enrollment and FTE projections, unit allocations, and the maintenance of statistics related to the district's progress toward and implementation of unitary status. Supports the facilities and the real property departments by maintaining the existing computer based school inventory program and school site CAD drawings.

DUTIES AND RESPONSIBILITIES:

- Maintains, upgrades, and updates the computer-based projection program.
- Examines and collects data relative to school enrollment changes and county demographic trends.
- Assists in the projection of student population by school, by cluster, and for proposed boundary changes.
- Prepares as directed numerical and other informational documents by computer read-outs, graphs, charts, tables, written reports or other methods.
- Prepares documents and reports relating to student assignment and school boundaries in accordance with School Board policies and State statutes.
- Participates in training programs, both as trainer and participant, offered to increase employees' skills and proficiency related to assignments.
- Assists in the maintenance and updating of computer aided design school site drawings.
- Develops and maintains zone grid maps for district and individual school use.
- Responds to questions related to zoning and enrollment figures.
- Participates in committee meetings with governmental agencies by providing school district statistical information.
- May assist in the coordination with special program staff to develop enrollment forecasts and support development of facility plans to house educational programs.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in mathematics, urban planning, geography, demography, or related field. Five (5) years' related professional experience. Demonstrated experience in communicating with the public. Strong oral and written communication skills. Demonstrated experience with computer application systems.

ISSUED: 8/99 PBL; BOARD APPROVED: 9/28/99

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

DEMOGRAPHIC SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions					X
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X

Demographic Specialist PTS