



# DEMOGRAPHIC PLANNER

## *Facility Planning, Design & Construction Exempt*

### **Position Summary:**

Under the supervision of the Director of Facilities Planning & GIS, the Demographic Planner analyzes student demographic patterns and participates in the production of facility planning studies, reports, and related processes. This position performs Geographic Information Systems (GIS) duties and is responsible for the day-to-day operation of the Student Transfer and Community Use of Facilities programs.

The following **Qualifications, Knowledge, Skills and Abilities**, and **Key Duties and Responsibilities** are given by way of example, and are not intended to be all inclusive and are not set forth in order of importance.

### **Qualifications:**

1. Hold a Bachelor's Degree or have any combination of education and experience equivalent to four years of college with related studies or experience in geography, geographic information systems, demography, urban planning, economics, statistics, or a related field.
2. Must have three (3) years relevant experience using ArcGIS in research, mapping or data analysis in education, urban planning, statistics, geography, or a related field.
3. Able to establish effective working relationships with co-workers, supervisors, diverse groups, County staff, and the general public.
4. An applicant who has had prior experience in a related position must have a performance rating acceptable to Stafford County Public Schools for such experience.

### **Knowledge, Skills and Abilities:**

1. Knowledge of the collection and use of demographic data for school planning purposes.
2. Proficiency in current Geographic Information Systems (GIS) computing technologies and related computer software (i.e., ArcGIS, ArcMap, ArcGIS Online, etc.).
3. Able to work on multiple projects simultaneously, plan and organize work to meet deadlines and accuracy.
4. Excellent oral and written communication skills; thorough knowledge of English grammar and usage.
5. Ability to develop, refine, maintain, and update databases.
6. Able to depict and interpret demographic data in graphic form.
7. Ability to compile, analyze, and explain the relationships of various datasets for facility planning purposes.
8. Able to work effectively as a member of a team, work cooperatively and positively with school personnel, central office staff, county staff, and the public.

### **Key Duties and Responsibilities:**

1. Conducts demographic and statistical analyses on data.
2. Produce maps, reports, charts, graphs, and/or diagrams to summarize and present data.
3. Monitor and report enrollment growth, population growth, and residential development patterns in the county.
4. Maintain and update databases regarding student enrollment, community development, demographics, school facilities, and program capacity.
5. Checks data, and review maps and documents to ensure quality control.
6. Responsible for the day-to-day operation of the Student Transfer and Community Use of Facilities Program.
7. Responds to inquiries related to assigned schools that serve a specific street address.
8. Assist in updating the annual Enrollment Accommodation Plan report.

# DEMOGRAPHICS PLANNER

---

9. Assist in coordinating planning activities with school administrators, central office staff, technology representatives, county staff, state officials, and others. Attend meetings, as needed, to acquire planning data, assess community development proposals, and develop school capital improvements proposals.
10. Assist with planning for land acquisition of school and support facility sites.
11. Serve in place of the Director of Facilities Planning & GIS in their absence.
12. Maintain a clean, neat appearance, appropriate to position.
13. Adhere to guidelines of confidentiality as outlined in federal and state laws and School Board Policies and Procedures.
14. Maintain a record of appropriate attendance and punctuality.
15. Must work in close harmony with colleagues, supervisors, and co-workers.
16. Comply with all district and school policies and regulations.
17. Actively pursue professional growth activities.
18. Perform other duties as assigned.

**Position-Specific Responsibilities:**

---

---

---

---

**Evaluated by:**

Director of Facilities Planning & GIS

**FLSA Classification:**

Exempt

**Terms of Employment:**

12 months in accordance with the Stafford County School Board calendar.

**Evaluation:**

Evaluation will be conducted in accordance with School Board Policies and Regulations.

**Date Reviewed:**

---

**Administrator's Signature:**

---

**Employee's Signature:**

---

# DEMOGRAPHICS PLANNER

**JOB TITLE:** Demographics Planner  
**DEPARTMENT:** Facility Planning, Design & Construction

## ESSENTIAL ELEMENTS \* JOB FUNCTIONS ASSESSMENT

### Physical Requirements:

- Seeing General
- Close Vision
- Color Perception
- Hearing/Listening
- Clear Speech – Simple
- Clear Speech – Complex
- Touching
  - Dexterity
  - Hand
  - Finger
- Smelling
  - Smoke
  - Food
  - Cleanliness
- Tasting
- Functionally Mobile
- Lifting (50 lbs.)
- Pushing
- Pulling
- Typing
  - WPM
- Climbing Flights/Stairs/Ladders
- Carrying (50 lbs.)
- Kneeling
- Stooping
- Bending
- Sitting
- Flexibility
  - Upper Body
  - Lower Body
- Running Distance
- Standing
- Driving
  - Car
  - Van
  - Truck

### Stress Factors:

- Repetition
- High Pressure
- Hazards
- Fatigue
- Boredom

### Work Environment:

- Works Alone
- Works w/Others
- Works Around Others
- Verbal Contact w/Others
- Face-to-Face Contact
- Shift Work
- Inside
- Outside
- Confined Areas
- Extreme Heat
- Extreme Cold
- Temperature Changes
- Wet and/or Humid
- Noise
- Vibration
- Mechanical Equipment
- Electrical Equipment
- Pressurized Equipment
- Burning Materials
- Moving Objects
- High Places
- Fumes/Odors
- Dirt/Dust
- Gases

### Mental Requirements:

- Reading Simple
- Reading Complex
- Writing Simple
- Writing Complex
- Clerical
- Memorization
- Analyzing
- Perception
- Judgment
- Decision-Making

### Equipment:

- Computer
- Keyboard
- Telephone
- Calculator
- Copier
- Audio/Visual Equip.
- Fire Alarm
- Multiple Line Phone Sys.
- Television Monitor
- Kitchen Appliance
- Vacuum Cleaner
- Maintenance Tool Equip.

### Others:

- Laundry Equipment
- 
- 
- 
-