Position:	Senior Analyst, Development & Boundary Analysis	FLSA:	Exempt
Department/Site:	Facility Services	Salary Grade:	43
Reports to/Evaluated by:	Assistant Superintendent, Facility Services	Salary Schedule:	Classified Management

SUMMARY

Under administrative direction, the purpose of the position is to monitor and report on all aspects of residential and commercial development within the district's boundaries. In addition the position would be responsible for designing, coordinating, and overseeing the creation and maintenance of school attendance boundaries. Incumbent assists with highly complex, managerial and strategic work and is responsible for administering and coordinating the development of short and long term enrollment projections that would affect school enrollment, staffing, facility capacities, and boundary analysis.

DISTINGUISHING CAREER FEATURES

This is a management level position, which supervises and oversees all enrollment projections, development, boundary analysis, and boundary creation services for the School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates the design and maintenance of school boundaries

- Responsible for the collection of developer fees

- Monitor all residential and commercial development within the district's attendance boundary

- Conducts regular meetings with residential and commercial developers to ensure the district is mapping future development and its effect on enrollment and the need for new schools

- Coordinates development of long term enrollment projections with outside consultant

- Assists and participates in the short term analysis of boundary projections and establishment of APU scenarios in coordination with School Leadership Division

- Assists in boundary planning by producing reports, projection studies and other information as needed and periodically participate in boundary change process for new schools and/or enrollment balancing.

- Monitors residential development notices, coordinates CUSD comment correspondence, and establishes tracking procedures

- Maintains development files for each public agency that operates within the district

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of residential and commerical development approval and comment practices. Thorough knowledge of Microsoft Excel, Word, and Powerpoint to produce resports, prepare presentations, and communicate information necessary to meet the duties of the position. Requires good record keeping and report writing skills. Indroductory knowledge of ArcGIS Desktop, ArcGIS Server, Microsoft SQL.

Abilities: Ability to exercise sound judgment and discretion in decision making throughout all phases of responsibilities. Ability to learn new procedures, and policies, computer programs, and establish protocols to meet the duties of the positions. Must be able to perform all of the duties of the position efficiently and effectively. Requires the ability to monitor and develop enrollment projections to accurately assess new school needs. Must be able to analyze situations and develop and implement appropriate responses. Requires the ability to organize, plan, and prioritize duties in order to meet schedules and deadlines. Requires the ability to communicate formally and informally with a wide range of contacts both within and outside of the District.

Physical Abilities: Position involves the ability to listen, comprehend, plan and act. The position requires the ability to travel between the Clovis Unified School District school sites, state and county agencies, and to attend out-of-town conferences.

Education and Experience: Bachelor's Degree in related field; supplemented by three (3) years of administrative experience business and/or technology services in a school district. Possess a valid California Driver's License.

Desirable Qualifications: Master's Degree in related field.

Licenses and Certificates: TBA