

**+ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT 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 the 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:

- Ability to relate to co-workers, students and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Must possess a valid Maryland driver's license
- 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
- Possess knowledge of Microsoft Word, Excel, Access, and PowerPoint software applications

DUTIES AND RESPONSIBILITIES:

- Assists 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
- Clearly and concisely communicates technical information to non-technical users at all organizational levels including faculty, staff, and community
- 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
- 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 department's use
- Completes research and conducts surveys
- Assists with land acquisition review, approval, and acquisition
- Remains current on industry trends and initiatives for the enhancement of the capital planning programs
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Four years of experience in a planning environment applying analytical and computer skills to the interpretation of data, or a combination of education, training, and experience
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA) 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

Preferred:

- Graduation from an accredited college, university, or technical institution with a focus on courses in demographics, planning, statistics, business, management, and/or computer science
- Knowledge of Federal, State, and Local programs/data depositories for land use

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 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated 07.2024, 6.2025

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

CAPITAL PLANNING PROGRAM ANALYST - GIS

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 the 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 public.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate, and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System
- Must possess a valid Maryland driver's license
- 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
- Ability to utilize Microsoft Word, Excel, Access, and PowerPoint software applications

DUTIES AND RESPONSIBILITIES:

- 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
- 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 department's 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
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS

Required:

- High School Diploma or GED
- Two (2) years' experience in a planning environment applying analytical and computer skills to the interpretation of data, or a combination of education, training, and experience
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA) 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

Preferred:

- Graduation from an accredited college, university, or technical institution with a focus on courses in demographics, planning, statistics, business, management, and/or computer science
- Knowledge of ArcGIS or AcrMap software

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 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

Updated: 07.2024, 5.2025