JOB
DESCRIPTION Williamson
County School District

DEMOGRAPHER

Purpose Statement

The job of the demographer was established for the purpose of planning the collection, analysis, and interpretation of demographic and economic information used to project short and long-term trends in school population and enrollment.

This job reports to Zoning Planning Manager.

Essential Functions

• Collects, analyzes, and evaluates data / population dynamics within Williamson County in order to assist with planning / zoning in the short and long term and to assist in developing projections based on trends

• Researches relevant economic, demographic, and location data / analysis

• Interprets data and creates / prepares specialized reports, data sets, maps, and graphics, in which related data is relayed to Superintendent and leadership staff

• Produces presentations, reports, and assimilation of all required data

• Provides leadership and direction in the development, management, and implementation of surveys and statistical / demographic research related to school system

• Participates in on-going and job-embedded professional development

• Provides statistical and analytical reports as directed

• Maintains a variety of manual and electronic files and/or records for the purpose of determining district needs

• Presents data to Superintendent, Board of Education, Transportation and other affected departments / entities

• Must be able to use different types of software and computer applications including but not limited to Microsoft Office

• Assists in strategic and capital planning decisions

Other Functions

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: oral and written communication skills, ability to analyze, interpret, and evaluate complex statistical and demographic data to develop trends and projections, ability to effectively use automated statistical and data analysis systems, applying assessment instruments; operating standard office equipment; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: lesson planning; instructional materials; and community resources.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; collate data; and use basic,
job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operates equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and promoting services within community.

Responsibility
Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience
Job related experience within related field is required.

Preferred Education/Training
M.S. in Demography

Equivalency
Any combination of education and experience equivalent to a bachelor's degree in planning, statistics, or a related field with course work in statistics and/or quantitative analysis, plus five years' progressive experience in demographic analysis with particular reference to school population trends and projections.

Required Testing
None Specified

CERTIFICATES & LICENSES

Continuing Educ. / Training
None specified

Clearances
Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt