

POSITION TITLE (Linq title)

GIS & Data Analyst

WORKING TITLE

GIS & Data Analyst

SCHOOL/DEPARTMENT

Building Services - Construction & Capital Planning

LOCATION

School Planning

PAY GRADE

Temporary-Hourly, Contract

FLSA STATUS

Non-Exempt

REPORTS TO

Vitaly Radsky

ELIGIBILITY FOR EMPLOYMENT CONTRACT

WORK WEEK SCHEDULE

Part-Time, 10 Hr/Week – 6 Months

POSITION PURPOSE:

The GIS & Data Analyst is a temporary contract position to support Durham Public Schools's (DPS) School Planning Department, with specific focus on student enrollment and demographics planning. The Analyst will work closely with the DPS enrollment & demographics planner to: collect and maintain spatial data utilized by the school district, support long range enrollment and demographic analysis, optimize data processes for student geocoding and spatial joining, conduct complex research and analysis using geospatial data, and write up results to communicate planning analysis to district leadership. This position requires an individual that has experience working in diverse work environments, with the ability to employ diplomacy, tact, and courtesy in all communications and interactions within the various departments in the school system as well as the broader community. The ideal candidate is one who will be motivated to achieve excellence given the knowledge that their work supports DPS's mission to provide all students with an outstanding education. This position is a temporary, part-time hybrid/remote contract position.

MINIMUM QUALIFICATIONS:

It is highly desirable that the individual has knowledge of or interest in the operational and physical need of a K-12 school environment. It is required that the applicant has a high-level of proficiency with Microsoft Office and Google platforms, as well as with geospatial data analysis in QGIS and/or ArcGIS, and data analysis software (Stata, R, or Python). It is preferred that the applicant has experience developing and maintaining data management systems including experience working with enterprise database management systems (e.g. Microsoft SQL Server, PostgreSQL). It is preferred that the applicant has considerable knowledge of scripting geospatial data analysis (e.g. in Python) and working with relational databases using SQL. It is preferred that the applicant has a working knowledge of planning disciplines including demographic analysis, land use planning, and community engagement. The successful applicant will have demonstrated experience with project management, including the production of memos, final reports, slide decks, budgets, timelines. They will also have skill in recognizing, analyzing, and providing solutions to data processing problems. They will have the ability to work within a cross-disciplinary environment that is periodically high pressure with tight deadlines. They will also be able to exercise considerable independent judgment and initiative in independently performing assigned projects.

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree in Public Policy, Urban Planning, Geography, Education, Systems Planning & Administration, Computer Science, Data Science, Geospatial Information Science (GIS) or a related field.

- Minimum 2+ years of related or comparable work experience in geospatial analysis, computer programming, demographics, data management, school planning, or quantitative research; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

CERTIFICATION AND LICENSE REQUIREMENTS

- Must hold and maintain a valid motor vehicle operator's license according to the State of North Carolina requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage and administer GIS projects; prepare and implement plans, designs, and schedules; coordinate resources and tasks to ensure objectives and timelines are met.
2. Create, update, and maintain applications, geoprocessing code and scripts, geospatial data, database schema and/or other system components.
3. Support the enhancement and integration of applications, business processes and systems.
4. Specific core planning data projects include:
 - o *GIS data building & maintenance:*
 - Manage the district's spatial data including school attendance boundaries, planning units used to create school attendance boundaries, regions, and school points.
 - Manage outside spatial data from Durham County (housing parcels & addresses) the U.S. Census (blocks, block groups, tracts), as well as road and sidewalk data from NCDOT.
 - Work with Durham City GIS to maintain & update the School Locator tool used by families to find their assigned school.
 - o *Student data geocoding, spatial joining, & data integration:*
 - Work with internal DPS departments including Transportation, IT, and Research & Accountability to automate student addressing, geocoding, and spatial joining and integrated data into the district data processes and student information system.
5. Research and perform data analysis, create memos, reports, visualizations, and interactive dashboards for both internal and external audiences (e.g. other DPS departments, district leadership, principals and other school leaders, board members, and the public).

CONTRACT & WORKPLACE

This is a temporary, part-time contract position. We expect the Analyst to be able to commit to approximately 10 hours/week for 6 months, with the possibility of the position to continue beyond 6-months. The numbers of hours per week can be negotiated. Compensation will be hourly salary with no benefits offered. This position can work virtually, though (bi)weekly visits to the Planning department office may be necessary. This position is designed for an advanced graduate student looking to gain experience with educational planning and policy work.

EFFECTIVE DATE: 3/5/2026

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills required by the employees assigned to this position. This description may be revised by HR and approved at any time.*