

CHIEF BOUNDARY COORDINATOR

DEFINITION

Plans, directs, and supervises the activities of the Demographics and Boundary Section of Master Planning and Demographics relative to collecting and assessing student and population data, conducting boundary studies and surveys, and preparing maps and charts; confers with individuals, groups, and committees and makes recommendations regarding the establishment and modification of school attendance boundaries and matriculation patterns for feeder schools.

TYPICAL DUTIES

Plans and supervises demographic data collection for analysis, interpretation, and development of recommendations for projections of student enrollment for the District and schools.

Plans and develops recommendations for the establishment, location, and size of new schools, relocation of schools, and additions to schools.

Recommends plans and prepares rationale for school closures, consolidation, relief of student overcrowding, grade-level reconfiguration, tracking for year round schools, and other matters related to school attendance.

Confers with and makes presentations to Board of Education, administrators, and community groups to explain demographic data and related recommendations and their effects on attendance boundaries, walking and driving distances, ethnic composition of schools, and other matters.

Develops methods and prescribes procedures and formulas used in gathering information for projections of student population.

Supervises the preparation of statistical charts, graphs, and other materials for the Facilities Services Division.

Reviews enrollment estimates used to determine school staffing.

Supervises the maintenance of official boundary descriptions.

Contacts city, county, and State agencies to obtain information concerning District annexations, boundaries, and the location of streets and freeways.

Reviews and prepares responses to environmental impact reports, notices of hearings regarding zone changes, and inquiries from redevelopment agencies and planning commissions regarding the effect of proposed actions on school facilities and operations.

Confers with and provides special studies to District committees and administrators concerned with changing student demographics.

Supervises revisions of information regarding location, mileage, and directions to schools and offices for publication in the Guide to Schools and Offices.

Validates information provided to appropriate city officials and the Los Angeles County Registrar of voters regarding precincts within the District and split precincts that are only partly within the District.

Develops and utilizes computer programs for projections and analysis.

Consults with data processing personnel to define information systems requirements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Chief Boundary Coordinator plans, directs, and supervises the activities of Demographic Research and Planning Analysts; develops and presents recommendations, and represents the District to administrators and groups concerned with student demographics.

A Masterplan Coordinator has responsibility for analysis of projected need for school facilities and equipment, supervising the gathering and analysis of data on school utilization and operating capacities, developing and presenting recommendations, and represents the District, as needed, to groups and administrators.

A Senior Demographic Research and Planning Analyst supervises Demographic Research and Planning Analysts (I & II) performing demographic research and planning and independently conducts the most complex studies.

SUPERVISION

The Chief Boundary Coordinator receives general direction from the Director of Masterplanning and Demographics. Supervision is exercised over the Senior Demographic Research and Planning Analysts and subordinate personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Demographics and distribution of students within the District
- Techniques of conducting population studies and analyzing survey information utilizing specialized computer software
- Working knowledge of ArcGIS and related software
- Basic statistical methods and analysis
- Characteristics and use of various methods of graphic presentation
- Computer processing practices as they relate to the development of various demographic projections

Ability to:

- Direct and supervise the preparation of accurate boundary descriptions, maps, charts, graphs, and statistical tables
- Collect, classify, interpret, and explain statistical data
- Make effective presentations to the Board of Education, District committees and administrators, and community groups
- Analyze a wide variety of data and develop appropriate recommendations
- Train and supervise subordinate personnel and evaluate their work performance
- Communicate effectively in writing
- Utilize a variety of basic office computer software in order to analyze data, write reports, and prepare presentations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably including or supplemented by courses in cartography, demography, urban planning, geography, basic drafting, and statistical analysis. Experience in addition to that required below may be substituted for the required education on a year-for-year basis.

Experience:

Five years of experience in cartography, demography, urban planning, geography, basic drafting, or a related field. Two years of the required experience must include the preparation of boundary descriptions, preparation of demographic studies, and supervisory responsibilities.

Two years of the required experience may be substituted by successful completion of twenty-four semester units or equivalent at a recognized college or university in both of the following areas:

1. Cartography, basic drafting, or computer graphics related to map making.
2. Statistical analysis, demography, or a related field, such as urban planning, human geography, or experimental design.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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LKD