City of Dallas
Classification Specification

Title:	**Demographer**	**Class Code:**	**35554-00**
Application:	**Career Series**	**Pay Grade:**	**I**
Supplemental/Code:	**Administrative/1**	**Established:**	**10/01/2010**
FLSA Status:	**Exempt**	**Revised:**	**10/01/2010**

Position Purpose:

Generate prototype multiple redistricting scenarios and making changes to and printing maps as directed by the Redistricting Commission and/or City Council. Responsible for formulating reports utilizing nationally recognized and accepted principles of compilation and dissemination of socio-economic and demographic analysis geared towards researching population for the specific purpose of generating a redistricting plan.

Essential Functions:

1. Develops and collaborates with management in the implementation of a comprehensive program to support the collection, dissemination and utilization of high-quality demographic and socioeconomic data and developmental information for decision-making.

2. Applies demographic techniques in the analysis of population data collected and carries out extensive evaluation of the quality of data.

3. Provides technical expertise, capacity building and professional mentoring in demographic analysis and population profiling.

4. Maintains effective channels of communication with policy-makers and planners, including developing innovative means of population and development advocacy and information dissemination, to ensure that demographic and other socioeconomic data provide them with user-friendly and relevant information.

5. Assists in producing and reporting on a core set of development indicators that are linked to existing national, state and local policy frameworks, and that facilitate national reporting requirements such as, but not restricted to, national development frameworks.

6. Assists in coordinating the development and dissemination of population and related statistics through geographical information systems and web-based applications.

7. Assists in integrating population and related socioeconomic issues into national and sectoral development strategies, plans and program, including technical support for reviews and revisions of such plans and strategies.

8. Performs field visits to neighborhoods, landmarks, and different areas within each city council district/service area.

9. Provides assistance to Redistricting Commissioners during computer lab and after normal work hours.

10. Participates in training workshops and activities, and develop training materials when required.

11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Extensive knowledge in statistical principles and training in the field of socio-demographic theory and application of analytical demographic techniques

Experience in compiling and presenting demographic or socio-economic analysis, with the ability to develop and present analytical reports.

Experience in Geographic Information System Analysis – specifically working with GIS and redistricting software and demographic data to perform spatial analysis utilizing Environmental Systems Research Institute (ESRI) ArcGIS/Arcview software and proficient in the use of Microsoft Office suite.

Working knowledge of statistical software packages.

Results oriented with the ability to perform under pressure.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.