

Job Description

Job Title: Transportation Specialist

Supervisor: Transportation Information Systems Analyst

Position Code: 5N21, EN21

Pay Grade: 31

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

This position is responsible for providing assistance in the collection, analysis, and interpretation of budget information. Position assists with providing budgetary projections, preparing accurate financial reports, and monitoring and reporting revenues and expenditures for the department. This position also is responsible for developing and maintaining computerized optimal routing solutions and schedules following established guidelines. Creates reports for end users in the school and Transportation.

Essential Duties

1. Operates Edulog to develop and maintain a computerized database of school bus routing and scheduling information. Updates and maintains a student database to generate schedules, stops, runs, and routes information.
2. Operates transportation technologies to include: EduLog, Field Trip Manager System, GPS hardware and software, IssueTrak, Crystal Reports, FOXPRO, Access Databases, MS Excel and all evolving and future initiatives.
3. Works closely with the Transportation Information Systems Analyst becoming familiar with their job duties and will assume duties in their absence.
4. Reviews and revises regular and special education student bus routes and schedules. Maintains optimal efficiency of operation and use of buses and drivers.
5. Provides routing lists, driver's directions, and student rosters for schools, drivers, managers, and the public, as required.
6. Supports the Director of Transportation by using computer software to create and evaluate various routing and scheduling options given various constraints such as fleet size, bell times, safety hazards and budget constraints.
7. Assists department officials in responding to parental concerns by providing information on bus stops, times and runs. Creates folders with Edulog data to be used by those designated to respond to parental requests for services that are not in accordance with existing School Board policy.
8. Employs Edulog to conduct projections, simulations and studies as directed, including providing system-generated information to assist in the budget development process.
9. Conducts daily system and database maintenance functions.
10. Assists in the training of new technologies and creating training materials.
11. Provides research, analyses, and summaries of budget requests and provides recommendations for further review.
12. Communicates effectively with the Administration, schools, and the public.
13. Perform related tasks, as required.
14. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Director of Transportation or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Associate's degree preferred or equivalent work experience. Demonstrated expertise in the use of personal computers required. Thorough knowledge of, or the ability to quickly and accurately learn the geographic and topographic characteristics of Newport News. Requires a thorough knowledge of the modern and complex principles and practices of efficient and economical transportation scheduling and routing; specifically, school bus runs and routes. In-depth knowledge of safety requirements, the pertinent Federal, State and local laws, codes and regulations pertaining to school bus operations is required. Must be able to perform all the essential duties of the position with minimal supervision.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: None

Supervision Received: Transportation Information Systems Analyst

This job description in no way states or implies that these are the only duties to be performed by this employee. The EDULOG Data Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the coordinator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date