

## Job Description

**Job Title:** Transportation Information Systems Analyst

**Supervisor:** Executive Director of Transportation

**Position Code:**

**Pay Grade:** 42

**Job Classification:** Exempt

**Contract Length:** 245 days

### Job Summary

Position is responsible for developing and maintaining Transportation computerized applications. Coordinates data transfers into and out of all applications within Transportation. Analyzes and gathers data for budget preparation for the Executive Director of Transportation. Creates reports to be delivered to end users at schools and Transportation. Provides tabular and graphical information for rezoning and school zones.

### Essential Duties

1. Maintains all software and hardware relating to the Transportation Department.
2. Maintains transportation technologies to include: Field Trip Manager System, EduLog,
3. GPS hardware and software, Dossier, Crystal Reports, FOXPRO, MS SQL 2005, Access Databases, MS Excel and all evolving and future initiatives.
4. Develops and maintains a computerized database of school bus routing and scheduling information. Updates and maintains a student database to generate schedules, stops, runs, and routes information.
5. Creates ad hoc reports from various programs used by the Transportation department.
6. Creates customized applications using MS Access and Excel as needs arise from the Transportation Department.
7. Gathers and submits Transportation state report data.
8. Communicates effectively with schools, Administration and the public.
9. Coordinates with software vendors to conduct projections, simulations and studies as directed, including providing system generated information to assist in the budget development process.
10. Performs studies for rezoning and student reassignments and present study results.
11. Conducts daily system and database maintenance functions.
12. Writes SQL commands to query and update databases for detailed analysis.
13. Ensures all applications remain up to date and coordinates all dialogue with vendors.
14. Stays abreast of evolving technology in the pupil transportation arena and brings forth emerging technologies and develops plans for implementation.
15. Serves as project manager for all new initiatives relating to technology.
16. Maintains Time and Attendance hardware (GPS, MDT and all related wiring) on school buses.
17. Conducts trainings for all end users.
18. Prepares presentations using MS PowerPoint.
19. Creates database backups for emergency recovery for all Transportation related technologies.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Executive 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)**

Must possess Bachelor's degree in Information Technology or related computer field. Must demonstrate expertise in the use of computers in a networked environment. 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. Must have the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Must be able to write reports, business correspondence, and procedures. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Must have the ability to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must possess technological proficiency using the Microsoft Office Suite with emphasis on Excel, Word, Access and PowerPoint.

**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 and climb on top of buses and buildings to inspect equipment; 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. Must be able to work in an enclosed tight space.

**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 but will require occasional work outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Executive Director of Transportation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Transportation Information System Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Transportation 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