TRANSPORTATION SYSTEMS SPECIALIST

GENERAL RESPONSIBILITIES

Responsible for the design, implementation, coordination, installation, maintenance, training, and overall administration of the EDULOG computerized routing system, Everyday Solutions Global Positioning System, SEON Digital Camera computer and all other transportation related systems for the Office of Transportation Services.

ESSENTIALTASKS

(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.)

- Test, monitor, troubleshoot and document all aspects of the systems performance.
- Install and maintain all software and databases; update all files associated with the transportation system's applications.
- Monitor upgrades and patches available through various customer support websites; make recommendations and test those needed for transportation's systems.
- Coordinate special projects, installations and upgrades between the Office of Transportation Services and the Department of Technology; work with analysts and programmers to ensure the smooth operation of these programs.
- Coordinate and write specifications for functional changes to panels, screens and tables.
- Design and conduct training in the use of EDULOG, Everyday Solution GPS, and SEON cameras.
- Resolve user problems with systems, as needed.
- Manage all technical requests and actions; maintain documentation of actions taken.
- Maintain logs of potential hardware and software problems, and security issues for all systems.
- Monitor and maintain security access to systems for Transportation Services; add, remove and change user information as required
- Develop and maintain a procedure manual.
- Assist in planning for future technology and recommend procurement needs to the Director of Transportation Services.
- Design, publish, and maintain reports to meet the needs of end users; assist with the development of reports and queries, as needed.
- Provide custom reports for transportation staff to manipulate in other software such as Excel.
- Coordinate and collaborate with other departments and contract programmers to maintain the integrity of the systems and ensure the seamless delivery of services.
- Audit data base integrity; serve as a primary contact to troubleshoot application problems and resolve functional system questions.
- Research and work in partnership with system vendors to identify and resolve problems with the applications.
- Collaborate with other EDULOG and Everyday Solution users through online message boards and support sites to identify and resolve issues.
- Review, analyze and evaluate information systems specific to Transportation Services.
- Write programs and reports in response to information requests from internal and external sources, upon request.
- Maintain the library of forms and reports, specific to Transportation Services, published on the intranet.
- Serve as liaison between the Office of Transportation Services and the Department of Technology.
- Attend advanced training and incorporate new processes
- Perform other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Information Technology hardware, software and networking; thorough knowledge of functional system analysis and ability to develop application requirements; knowledge of research, data analysis and report presentation techniques, with emphasis in IT; ability to present recommendations effectively in oral and written form; solid understanding of business practices with fundamental understanding of IT project management methodology; skill in all aspects of the use, installation, and troubleshooting of the EDULOG computer routing system, Everyday Solutions Global Positioning System and other transportation systems; ability to provide guidance to transportation staff in routing and GPS policies and procedures; knowledge of the philosophies, principles and practices of pupil transportation; ability to establish, implement and monitor operational and clerical procedures relevant to pupil transportation management; demonstrate an understanding of the job tasks good communication and human relations skills; demonstrate responsibility for professional growth by seeking continuing education and in-service training programs; ability to work effectively with school officials, community groups, and other staff members; comply with administrative directives and school board policy; demonstrate good work habits to include punctual and regular attendance and efficient use of time; submit reports accurately and punctually; demonstrate self-control in interactions with the school community; respect the confidential nature of information.

EDUCATION AND EXPERIENCE

Bachelor's Degree with a concentration in business and/or information systems and considerable experience in pupil transportation software programs preferably in a school system.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling; ability to lift a minimum of 80 lbs.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

FLSA Status: Exempt	Description Developed: 5/11