

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

TRANSPORTATION PROGRAM ANALYST – GIS/BUS ROUTING

POSITION: Transportation Program Analyst - GIS/Bus Routing

REPORTS TO: Director of Transportation

LOCATION: Department of Transportation/Division of Supporting Services

NATURE OF WORK:

The Transportation Specialist will analyze bus routes and other transportation items in order to make bus routing recommendations. This will be accomplished by providing geographic information system (GIS) support and ensuring maximum use of the Department of Transportation's primary computer routing program. In addition this position will be responsible for managing and processing essential paperwork and data associated with bus routes and contractor payments.

ESSENTIAL FUNCTIONS:

- Computer knowledge and ability to learn new computer programs;
- Ability to use Microsoft Office Products; specifically Microsoft Access
- Ability to communicate effectively both orally and in writing;
- Ability to manage databases and geocode data; and
- Ability to produce maps and other data using Department of Transportation computer programs.

DUTIES AND RESPONSIBILITIES:

- Analyze bus route information from bus drivers, contractors and computer systems to determine any necessary changes and school bus contractor payments each month;
- Create monthly school bus contractor payment spreadsheets for approval by the Director of Transportation and processing by the Department of Fiscal Services;
- Review and process invoices from school bus contractors for services outside of normal assigned daily school bus routes;
- Completes monthly fuel surveys for determination of monthly fuel rate;
- Receive bus and route changes and update databases as necessary;
- Create after school bus routes for after school programs;
- Provide maps and bus route descriptions for staff and schools;
- Provide assistance to general public with regards to bus route questions;
- Assist with start of school year operations;
- Produce reports for the Department of Transportation with regards to bus route information;
- Provides payment calculations and reports on transportation costs for specific programs as needed;
- Collect and send required data to Maryland State Department of Education;
- Provide technical support for all software/hardware systems used by the Department of Transportation; and
- Manage the Department of Transportation Website and on-line data collection forms; and
- Other duties as assigned.

QUALIFICATIONS:

- A minimum of a high school diploma; and
- Experience with GIS/mapping/ routing programs or any combination of experience, college credits, and training that would provide the required knowledge and skills as cited above.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 29

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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