

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

TRANSPORTATION PROGRAM ANALYST – GIS/BUS ROUTING

POSITION: **Transportation Program Analyst - GIS/Bus Routing**

REPORTS TO: **Director of Transportation**

LOCATION: **Division of Supporting Services**

NATURE OF WORK:

The Transportation Specialist will analyze bus routes and other transportation items 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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Analyzes bus route information from bus drivers, contractors, and computer systems to determine any necessary changes and school bus contractor payments each month
- Creates monthly school bus contractor payment spreadsheets for approval by the Director of Transportation and processing by the Department of Fiscal Services
- Reviews and processes 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
- Receives bus and route changes and update databases as necessary
- Creates after school bus routes for after school programs
- Provides maps and bus route descriptions for staff and schools
- Provides assistance to general public with regards to bus route questions
- Assists with start of school year operations
- Produces 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
- Collects and sends required data to Maryland State Department of Education
- Provides technical support for all software/hardware systems used by the Department of Transportation
- Manages the Department of Transportation Website and on-line data collection forms
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma/GED
- Experience with GIS/mapping/ routing programs

Preferred:

- College credits, and training relevant to the position

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 employees seven-hour - Range 30.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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