

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

TRANSPORTATION SPECIALIST II – GIS/BUS ROUTING

POSITION: Transportation Specialist II – 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 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;
- 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;
- Process bus route information to determine bus contractor payments each month;
- Receive bus and route changes and update databases as necessary;
- Create afterschool bus routes for afterschool 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;
- Collect and send required data to Maryland State Department of Education; 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 position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 22.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP