

JOB DESCRIPTION

POSITION TITLE:	Transportation Geographical Information Coordinator
CONTRACT YEAR:	Twelve Months
PAY GRADE:	24
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned associate's degree in Geography, Computer Science or related field is preferred.

EXPERIENCE: Five (5) years of experience in a school-based transportation environment is preferred.

MINIMUM QUALIFICATIONS

EDUCATION: A standard high school diploma or an approved General Educational Development (GED) Testing Program is required.

EXPERIENCE: A minimum of seven (7) years of transportation experience in a school-based transportation environment with 5 years of routing experience is required.

ADDITIONAL QUALIFICATIONS

PREFERRED: Progressively more responsible work experience in the computerized scheduling operation of a school-based educational system with at least five (5) years as a route planner; or in a comparably complex business or scientific system requiring detailed scheduling; or, an environment requiring a high degree of logic and analytical abilities is preferred.

REQUIRED: Knowledge of cartography and demography of Broward County is required. Knowledge of delivery of educational services in a complex urban school system is required. Experience with routing software using run and route optimization required. Experience with GPS and computerized routing systems is required. Experience with routing software, Windows or NT operating systems and SQL Databases is required.

REPORTS TO: Centralized Routing Manager

SUPERVISION: This position supervises staff as assigned.

POSITION GOAL: To establish, maintain and operate the system for the routing and planning of the pupil transportation department so that appropriate objectives and calendars are met in a timely manner at a minimum cost.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Transportation Geographical Information Coordinator shall carry out the performance responsibilities listed below.

1. Examine and provide visuals and statistics on pupil growth and population mobility to support short and long-range planning and implementation of efficient and effective bus routing.
2. Program and build utilities for the Transportation Department's computerized routing, GPS System and Identification System, incorporating a variety of different governmental agencies' informational databases.
3. Work to define and develop computerized models to support forecasting and planning requirements.
4. Analyze school membership and enrollment projections.
5. Illustrate accurate roads, routes, bus stops and individual houses and students.
6. Minimize and optimize total travel required.
7. Establish the shortest path network analysis (SPA) to determine school to zone matrix to set maximum travel limits.
8. Operate the Pupil Transportation Computer System hardware & software efficiently by producing accurate, timely, efficient and safe school transportation for eligible students.
9. Maintain liaison with all appropriate departments, agencies and other groups that assist in fulfilling functions.
10. Analyze and assess the District's computerized routing system to provide solutions that increase vehicle utilization and driver and student safety.

11. Serve as the District representative with other public agencies on issues related to transportation and growth management as they impact the school system.
12. Design and produces maps using ARC/INFO, MapInfo or other designated GIS software.
13. Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
14. Participate in training programs to enhance the individual skills and proficiency related to the job responsibilities.
15. Review current developments, literature and technical sources of information related to job responsibilities.
16. Ensure adherence to safety rules and procedures.
17. Follow federal and state laws, as well as School Board policies.
18. Perform other duties as assigned by the Centralized Routing Manager or designee.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with transportation personnel and personnel from Demographics and Student Assignment, Portfolio Management and Services and Office of Exceptional Student Education and Student Services.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

The job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.