QUALIFICATIONS

1. Bachelor’s degree in geography, information systems, business administration, or a related field preferred.
2. Associate’s degree with four (4) years’ experience may substitute for a Bachelor’s degree.
3. Minimum of three (3) years’ experience in computerized geographic information services or similar application systems.
4. Certification in ArcView or ArcGIS required.
5. Proficiency with current computing technologies and software.
7. Valid Florida Driver License.

Job Goal

To oversee, direct, and manage the District’s geographical map and bus routing system by coordinating geographical activities between Transportation Services, Pupil Assignment, Facilities, and State and local governments. Responsible for the technical and administrative tasks of coordinating study, design, completion, implementation, and maintenance of computerized transportation routing systems.

KNOWLEDGE, SKILLS, & ABILITIES

Extensive knowledge of investigative research as it relates to GIS; strong ability to perform duties in an automated GIS environment; skilled in the interpretation of statutes, laws, regulations, and policies; ability to establish comprehensive data retrieval methods; skilled in the development and participation in leadership teams; strong ability to communicate effectively with all levels of the organization including external customers and stakeholders; skilled in the use of techniques for business operations analysis and statistical studies & presentations; knowledge of management principles and practices; knowledge of business projections and FTE calculations.

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS

1. Maintain extensive knowledge of the Brevard County geographical area.
2. Develop, organize, coordinate, and audit regular and special needs bus routes according to the District’s policies and procedures, Florida statutes, and Department of Transportation rules and regulations.
3. Manage the planning, organization, development and implementation of the geographical information computer software systems for use in District-wide strategic planning.
4. Prepare annual student enrollment and FTE projections.
5. Interpret and apply Florida statutes, rules and regulations, and Board policy as they pertain to student transportation.
6. Study and analyze proposed boundary change data as it relates to student movement District-wide.
7. Establish comprehensive and highly structured methods of data retrieval and distribution regarding school boundaries, regions, rezoning, student census data and transportation services.
8. Communicate effectively with school and District staff regarding the professional and technical aspects of computerized applications of transportation routing.
9. Develop, prepare and evaluate reports for District presentation, evaluative purposes, and provision to facility administrators and other District and school personnel with regard to student assignment(s) and transportation services.
10. Assist in the establishment of standards for documentation and procedures.
11. Evaluate, study, and provide recommendation of applications assigned for conversion to automation.
12. Apply outstanding written and verbal communication skills in addressing parents, community members, community agencies, governmental agencies, and school-based and District staff.
13. Prepare performance, progress, and cost reports for system activities.
14. Supervise, plan, and organize staff to include daily assignments and long-term project facilitation.
15. Collaboratively assist transportation services by acting as a positive member of a leadership team and participating in staff development programs.
16. Facilitate changing environments by applying problem solving and analytical skills.
17. Supervise the preparation, process and quality audits of all FEFP student ridership reports as required.
18. Perform other incidental tasks or services consistent with the job goal of this position.
19. Provide outstanding customer service and use positive interpersonal communications skills.
20. Make all decisions and perform all tasks in accordance with Brevard Public Schools’ Organizational Values.
21. Ensure compliance with Board rules and applicable federal laws and regulations.

**PHYSICAL DEMANDS & WORKING CONDITIONS (ADA Compliance)**

Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.

*The Brevard County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Terms of Employment**

**COMPENSATION & POSITION DETAILS**

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**Draft Developed By:**

Director, Transportation Services

**FOR HR USE ONLY:**

Labor Relations Services: Joy Salamone
Compensation Services: Rick Morton
Classification Approved By: Debra Pace