



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Technology Specialist	Transportation	Director of Transportation

<b>Position No:</b> 78021	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> C27	<b>Date Approved:</b> 5/24/05
<b>FSLA:</b> Non-exempt	<b>Date Revised:</b> 8/25/15

JOB GOAL
To assist in maintaining and updating technology applications used by the department including but not limited to routing, GPS, field trip and fleet software. Assist the webmaster in maintaining the department webpage and social media applications. Assist with the collection and submission of FTE/FEFP counts. Compile and provide data to internal and external customers. Provide support to routing operations, including hands-on routing when necessary.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Minimum of three (3) years experience in software operations and support, electronic mapping and routing software maintenance and website/social media operations.</li> <li>3. Knowledge of FTE/FEFP processes.</li> <li>4. Ability to perform the functions of the position.</li> <li>5. Excellent communication skills.</li> <li>6. Willingness to work flexible schedule.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To be responsible for efficient transportation department technology operations, including necessary software modifications and updates.</li> <li>2. To assist in maintaining and updating the district's electronic software based maps.</li> <li>3. To assist in maintaining and updating the district's geographical database.</li> <li>4. To assist in troubleshooting and taking appropriate corrective actions when confronted with system failures.</li> <li>5. To maintain and update the Transportation Department's website and social media presence.</li> <li>6. To ensure that the automated download of census and other data occur as scheduled and is processed correctly on the established schedule.</li> <li>7. To assist the Routing and Field Trip Manager as necessary in collaboration with Growth Management and necessary Public Service Agencies in supporting the transportation operation.</li> <li>8. To assist in moving, installing, maintaining, implementing, support and evaluation of the Transportation Department's software, hardware, and general network equipment.</li> <li>9. To offer technical support and collaborate with other district departments, outside agencies, parents, and schools as needed.</li> <li>10. To assist in FTE/FEFP survey tallies, Average Bus Occupancy calculations, and submission to DOE upon director's approval.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. To perform other duties as assigned.</li> </ol>

PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.