

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER VI – GIS TRANSPORTATION MANAGER

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science or related field.
- (2) Minimum of three (3) years successful experience in dealing with technology support in schools and offices.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of major hardware platforms and desktop operating systems, including but not limited to Microsoft Windows. Knowledge of SMART9, ARCVIEW9, Microsoft Office, website design & maintenance, publication software, TERMS, GPS software & hardware.

REPORTS TO:

Director II - Transportation

JOB GOAL

To assist the Director II – Transportation in the effective organization, deployment, and maintenance of all technology in the offices to achieve the District's instructional and administrative goals.

SUPERVISES: GIS/GPS Operations and DVR Vehicle Technicians

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Work with School Choice Office conducting boundary changes/school closures and consolidations.
- * (2) Using formal and informal channels, continuously apprise Director II – Transportation of office computing requirements and plans.
- * (3) Provide input to the Director II – Transportation for the justification and procurement of hardware and software.
- * (4) Explain the software impact of technically complex issues to administrative and professional personnel in non-technical terms.
- * (5) Conduct long-range planning on the specifications, design and installation of computing network components including servers, workstations and software.
- * (6) Collaborate with Director II – Transportation to design and implement grant applications that address the District Technology and Strategic Plans.

MANAGER VI – GIS TRANSPORTATION MANAGER (Continued)

- * (7) Collaborate with Director II – Transportation to analyze and act on data collected through the use of tools and strategies designed to measure customer satisfaction and quality of services delivered by the Transportation Department to improve the effectiveness and efficiency of the department.
- * (8) Assist the Director II – Transportation in the deployment of effective DVR technology and web-based strategies that address the communications, public access, and service delivery of the District.
- * (9) Efficiently conduct research, collaborate with colleagues, and analyze technically complex problems in order to effect solutions.
- * (10) Infer the implications of emerging technology and software applications.
- * (11) Supervise the technical aspect of all Transportation Dispatch Operations.

Inter / Intra-Agency Communication and Delivery

- * (12) Represent the Transportation Department in local, state, or national meetings and conferences.
- * (13) Communicate with vendor technical support to resolve hardware and software problems.
- * (14) Keep Director II – Transportation informed of potential problems or unusual events.
- * (15) Respond to inquiries and concerns in a timely manner.
- * (16) Disseminate information and current research to appropriate personnel.

Professional Growth and Improvement

- * (17) Refer to professional journals and other current research to determine appropriate uses of technology applications and networking in education.
- * (18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (19) Develop annual personal goals and objectives consistent with and in support of District goals and priorities.
- * (20) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.

Systemic Functions

- * (21) Receive objectives for the department and priorities for specific projects from the Director II – Transportation.
- * (22) Work in a proactive and self-directed manner to plan and carry out technical and curricular objectives and priorities of the department and District.
- * (23) Prepare all required reports and maintain appropriate and accurate records (field checks where appropriate).
- * (24) Follow the policies and procedures of the Transportation Department and all School Board policies, rules, and regulations.
- * (25) Serve on District, state, or community councils or committees as assigned or appropriate.
- * (26) Represent, consistently, the District in a positive and professional manner.
- * (27) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (28) Provide leadership and direction for the assigned areas of responsibility.
- * (29) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, and delivering services and evaluation of services provided.
- * (30) Assist in implementing the District's goals and strategic commitments.
- * (31) Provide oversight and direction for cooperative planning with other agencies.
- * (32) Set high standards and expectations for self and others.
- * (33) Demonstrate initiative in identifying potential problems and take appropriate corrective measures.
- * (34) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishments.
- * (35) Facilitate problem solving by individuals or groups.

TERMS OF EMPLOYMENT:

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

MANAGER VI – GIS TRANSPORTATION MANAGER (Continued)

EVALUATION:

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

Professional Salary Schedule – Pay Grade 11

Date of Board Approval:

Date of Revision: