



Job Title: **Manager – GIS Transportation**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Director – Transportation in the effective organization, deployment, and maintenance of all technology in the offices to achieve the District's instructional and administrative goals.

ESSENTIAL JOB FUNCTIONS

- Works with School Choice Office conducting boundary changes/school closures and consolidations.
- Monitors and maintains student, routing, and sexual offender/predator data (geocoding, validation, error checks, etc.)
- Maintains street, parcel, school, and study area boundaries.
- Uses formal and informal channels, continuously apprise Director – Transportation of office computing requirements and plans.
- Provides input to the Director – Transportation for the justification and procurement of hardware and software.
- Explains the software impact of technically complex issues to administrative and professional personnel in non-technical terms.
- Conducts long-range planning on the specifications, design, and installation of computing network components including servers, workstations, and software.
- Collaborates with Director – Transportation to design and implement grant applications that address the District Technology and Strategic Plans.
- Collaborates with Director – 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.
- Assists the Director – Transportation in the deployment of effective DVR technology and web based strategies that address the communications, public access, and service delivery of the District.
- Conducts research, collaborates with colleagues, and analyzes technically complex problems in order to effect solutions.
- Infers the implications of emerging technology and software applications.
- Supervises the technical aspects of all Transportation Operations.

- Represents the Transportation Department in local, state, or national meetings and conferences.
- Communicates with vendor technical support to resolve hardware and software problems.
- Keeps Director – Transportation informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Disseminates information and current research to appropriate personnel.
- Refers to professional journals and other current research to determine appropriate uses of technology applications and networking in education.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Develops annual personal goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Receives objectives for the department and priorities for specific projects from the Director – Transportation.
- Works in a proactive and self-directed manner to plan and carry out technical and curricular objectives and priorities of the department and District.
- Prepares all required reports and maintains appropriate and accurate records (field checks where appropriate).
- Follows the policies and procedures of the Transportation Department and all School Board policies, rules, and regulations.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, or related field.
- Minimum of three (3) years of successful experience in dealing with technology support.
- Minimum of three (3) years of successful experience in developing computer/technology-related systems and procedures.
- Minimum of five (5) years of successful experience in geo-coding and editing street and parcel data.
- 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

- Requires the ability to display knowledge of major hardware platforms and desktop operating systems, including but not limited to Microsoft Windows.
- Requires the ability to display knowledge of SMART9, ARCVIEW9, Microsoft Office, website design, and maintenance, publication software, TERMS, GPS software, and hardware.
- Requires the ability to coordinate and facilitate the work of a team engaged in providing specific services, completing specific projects, or assisting other units.

- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, legal, or managerial skills.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: reaching, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: