

Qualifications:

- High School Diploma or equivalent
- Skilled in Microsoft Word, Excel, PowerPoint and spreadsheets
- Certification for Transportation Information Management System (TIMS) must be obtained within a specified time after employment

Nature of Work:

Employee performs a large variety of clerical duties involving interaction with other departments. Employee utilizes a large variety of guidelines, some of which may be technical and require interpretation, to analyze facts and determine the correct procedure to use. Employee may develop procedures for non-technical and non-complex problems, and is expected to resolve problems independently.

Knowledge, Skills, and Abilities:

- Considerable knowledge of grammar, vocabulary and punctuation
- Considerable knowledge of office practices and procedures
- Considerable knowledge of bookkeeping
- Some knowledge of accounting techniques and procedures
- Skill to operate a computer and typewriter
- Ability to compile and summarize information
- Ability to access information through a computer network, or from a mini-or main-frame computer
- Ability to use moderately complex, WORD processing or spreadsheet software programs; Ability to reconcile divergent entries
- Ability to learn, interpret and explain policies, regulation and programs
- Ability to resolve problem situations
- Ability to schedule variable work
- Communication skills
- Possess organizational skills and self-motivating personality
- Ability to work with public, bus drivers, principals, and central office administrators.

Essential Job Functions:

- Assigns students requiring transportation to and from designated bus school bus stops. If stop does not exist, develop and implement a new bus stop.
- Enters data and updates information as provided to keep bus routing current and accurate.
- Troubleshoots and resolves bus route issues including data analysis.
- Works with County Strategic Services on roads.
- Gathers and evaluates information pertaining to streets, addresses, speed limits and railroad crossings, etc., and enters this information into the TIMS geographic module.
- Assists with general office duties.
- Maintain Geocode updates, including street name changes, address changes and traffic pattern changes.
- Attend training sessions to learn the operation of all TIMS software modules.
- Gather student data from each school on a continuing basis.
- Work with GPS monitoring systems to make route and driving time more efficient.
- Responsible for some state reports.
- Follow laws, policies and procedures pertaining to bus routes.
- Purges files by prescribed procedures.
- Operates large variety of standard office equipment.
- Locates, identifies and gives out appropriate and accurate information.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____