



Columbia County School District Job Description

Position Title: Data Route Specialist		
Department: Transportation	Evaluation Instrument: Performance will be evaluated by the Director of Transportation according to Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade L	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of Transportation		

MINIMUM QUALIFICATIONS

Education: Associates or Bachelor’s degree preferred.

Essential Knowledge/Skills: Ability to learn new software applications quickly; working knowledge of geographical area of Columbia County; ability to read and work with maps as required by software applications. Proficient data entry skills/typing skills at 60 wpm preferred. Ability to schedule and coordinate routes and tasks. Ability to verify data and organize. Good interpersonal skills necessary to deal with diverse publics; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities. Effective oral and written communication skills. Must have clerical and computer experience necessary to enter and retrieve data in software systems, which support the operations of the department.

Experience: Minimum three years’ experience in a public or private sector business.

GOAL

To effectively and efficiently manage route operations in the Columbia County School District Transportation Department.
Job Function: Geographic Data Preparation, Transportation Data Preparation, Student Data Preparation

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Manages and maintains the Edulog Transportation Software to include:
- Geographic Data Preparation (map building, map conversion, map editing)
- Geocoding (editing the computerized street file, exterior district boundaries,
- School attendance boundaries, school locations, traffic attributes, etc.)
- Student Data Preparation (conversion of student data)
- Initial Address Matching (integrating student residence locations with the digital map file)
- Transportation Data Entry (entering current bus stop locations, bus run sequences, and bus route couplings)
- Plans, organizes and maintains regular and special education routes and makes necessary improvements on these routes.
- Maintains bus schedules and information pertinent to all bus routes, to include updating route information, which is accessible by schools and departments that need this information.
- Keeps current information on all regular and special education routes on maps.
- Works with all drivers to assist in solving problems, making route and bus stop changes and other matters related to their routes, involving the Director of the Transportation Department when needed.
- Works with school principals and department heads as assigned by the Director of the Transportation Department to make sure needs are met by the Transportation Department.
- Works with parents and members of the staff in other areas as deemed necessary by the Director of the Transportation Department.

- Participates in driver/bus assistant/bus aide conferences.
- Assists with performing other duties as may be assigned by the Route Supervisor and the Director of Transportation Department.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: December 2015