

**Job Title:** Coordinator, Transportation Technology Systems    **Wage/Hour Status:** Exempt  
**Reports To:** Director, Transportation Administrative Services    **Pay Grade:** CS6  
**Dept./School:** Transportation Services    **Revised:** 04/2018

**Primary Purpose:**

Oversee and manage the daily operation of the assigned transportation technical and informational duties and other needs, including but not limited to: routing software, field trip software, GPS, fleet maintenance software, databases, and other transportation technology applications.

**Qualifications:**

1. Bachelor's degree from an accredited college or university, preferred;
2. Minimum of five (5) years successful experience in supporting and installing computer hardware and peripherals, preferred;
3. Minimum of five (5) years IT systems and technical experience, preferred;
4. Experience in support of PC software products in a wide variety of applications including: WIN XP, Windows 7, Windows 8, MS Office and Microsoft;
5. Possess and maintain a Texas Driver's License with acceptable driving record as measured by the School Bus Driver's Record Evaluation Criteria;
6. Ability to work in conjunction with parents, school building staff and department personnel in order to provide safe, efficient, effective, and reliable student transportation;
7. Possess interpersonal skills necessary to communicate successfully with other district personnel, patrons, and parents; and
8. Experience with Microsoft System Configuration Center, and Group Policies.

**Special Knowledge/Skills:**

1. Ability to direct and manage personnel;
2. Ability to use computerized routing, GPS system, Microsoft Office, and various other computer programs;
3. Proficient map reading skills;
4. Ability to read and understand documents including policies and procedures manuals;
5. Ability to receive and give written and verbal instructions effectively;
6. Effective organizational, communication and interpersonal skills;
7. Ability to organize, create detailed and accurate reports, and meet deadlines;

**Essential Functions:**

1. Oversee and manage the implementation and daily operation of the assigned transportation technical and informational duties and other needs, including but not limited to: routing software, field trip software, GPS, fleet maintenance software, databases, and other transportation technology applications.
2. Responsible for the continual training and development of transportation staff and district personnel relating to systems and technical transportation information.
3. Prepare instructions necessary to facilitate easy distribution of software and hardware installations by designated personnel.
4. Provide problem determination and resolution in response to transportation software and hardware problems.
5. Update student and information data as received and maintain district/department website information to the appropriate personnel.

6. Work with campus staff, parents and the public in maintaining the appropriate performance management procedures regarding transportation efficiency and student data information.
7. Supervise and evaluate District personnel and their use of specific system as assigned.
8. Assist in the development, evaluation and enforcement of transportation policies, procedures and guidelines relating to the implementation and usage of informational data collection, updating and maintenance.
9. Investigate and report all incidents related to electronic devices used to account for and transport students.
10. Evaluate systems and technical information and recommend updates and upgrades.
11. Respond to after-hours emergencies as needed.
12. Work in conjunction and coordination with executive director, directors, fleet services manager, and non-transportation personnel.
13. Other duties as assigned by the Executive Director or Director of Administrative Services.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Radio communication system, multi-line phone system, personal computer, copier, shredder, fax. School bus and related equipment.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Continual sitting. Repetitive hand and arm motions. Occasional exposure to noise, extreme temperatures, and vehicle fumes. Frequent prolonged and irregular hours. Frequent districtwide travel and occasional statewide travel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_