

## CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

### ROUTING AND SCHEDULING/OPERATIONS SUPPORT MANAGER

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Class Code: 6345

Job Family: Service/Transportation Worker

Classification: Support Staff

Terms of Employment: Pay Grade 59 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

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#### POSITION SUMMARY:

Under administrative direction plans, develops, coordinates and manages transportation routing and scheduling operations and the department computer information systems and technology.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises and directs the work of assigned staff.
2. Manages transportation computerized routing and scheduling operations.
3. Analyzes, plans and assigns tasks and responsibilities to accomplish safe and efficient computerized bus routes.
4. Evaluates and oversees the implementation of the district wide student eligibility, boundary limits for bus stop location, and hazards.
5. Adjusts boundary system to accommodate recommendations.
6. Coordinates routing and scheduling operations and activities with other sections within the transportation department and educational divisions.
7. Coordinates bell times and program locations (i.e., extended school year sites, special education sites, etc.), with elementary and secondary education.
8. Confers, communicates and serves as liaison between the Transportation Department and parents, schools, central office administration, appointed/designated committees, and Demographics, Zoning and Realty office.
9. Manages database information which supports routing and scheduling functions; student files, boundary, school location, bell time, stops, runs, routes, and driver directions, etc.
10. Coordinates and supervises activities of the Geographic Information System Analyst I.
11. Coordinates, manages, and directs the operational status of computer systems which supports technical functions and activities within the Transportation Department.
12. Directs and manages the operation and scheduling of computer processing production.
13. Establishes database related standards and procedures, methodology for control, security, and integrity of data.
14. Plans, monitors, and reports to management on data processing resources, utilization, and requirements (i.e., staff, equipment, costs, etc.).
15. Evaluates new computer technology developments and recommends appropriate actions, assesses proposed systems and identifies impact on current and planned resources.
16. Designs and establishes disaster recovery procedures to ensure retrieval of data and system software.
17. Oversees the installation of computers, peripheral equipment, and the updating of operating systems with vendor revisions.
18. Responsible for the coordination and implementation of training for assigned management areas.
19. Provides input for the evaluation of assigned staff.
20. Conforms to safety standards as prescribed.
21. Performs other tasks related to the position as assigned.

11/13/97

Revised: (07/15/05; 06/28/07)

#### DISTINGUISHING CHARACTERISTICS:

Involves managing, implementing, monitoring, and maintaining the transportation routing and scheduling program and providing technical support for computer systems.

#### KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of computerized transportation routing and scheduling systems.
2. Knowledge of computerized geographic information systems (GIS).
3. Knowledge of the local, state, federal and district policies, regulations, practices and procedures, as they relate student transportation.
4. Knowledge of UNIX or equivalent operating system commands.
5. Knowledge of hardware and software design and functionality.
6. Knowledge of electronic fuel tracking systems, electronic time management, computerized inventory control and computerized fleet maintenance systems.
7. Ability to compile, analyze, and interpret relational databases.
8. Ability to interpret policies, regulations, procedures and practices to the staff and public as it relates to pupil transportation.
9. Ability to interpret student data files and maps.
10. Ability to establish priorities and meet deadlines.
11. Ability to analyze and problem solve.
12. Ability to establish performance expectations.
13. Ability to supervise and evaluate employees.
14. Ability to work flexible hours or shifts.
15. Ability to promote public relations and deal tactfully and diplomatically with the general public and school officials.
16. Ability to work compatibly with employees, parents, students, the public, and other agencies.
17. Ability to recognize and report safety hazards and apply safe work methods.

#### POSITION REQUIREMENTS:

##### Education, Training, and Experience:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.); plus seven (7) years experience in the operations/scheduling of pupil or commercial transportation fleet (350 min. heavy vehicles) which includes two (2) years of computerized routing and scheduling and four (4) years managing a computer/data communication network utilizing UNIX operating system; or,
2. Associate's degree or Certificate of Achievement in Computing and Information Technology, Management Information Systems, or Computer Science plus five (5) years experience in the operations/scheduling of pupil or commercial transportation fleet (min. 350 heavy vehicles) which includes two (2) years of computerized routing and scheduling; or,
3. Bachelor's degree in Computing and Information Technology, Management Information Systems, or Computer Science plus three (3) years experience in the operations/scheduling of pupil or commercial transportation fleet (min. 350 heavy vehicles) which includes two (2) years of computerized routing and scheduling.

##### Licenses and Certificates:

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P) placement and at time of interview prior to final selection.

Preferred Qualifications:

1. Experience using EDULOG computerized routing and scheduling system.
2. AIX UNIX computer operating system.
3. Possess physical and mental stamina commensurate with the responsibilities of the position.
4. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school transcript or other equivalent, (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.).
2. College transcript/Certificate of achievement, if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history issued by the Department of Motor Vehicles.
5. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District facilities - transportation and other district offices and schools.

WORK ENVIRONMENT:

Strength: Medium/Heavy - Exert force 50-100 lbs. occasionally, 25-50 lbs. frequently, or 10-20 lbs. constantly, or negligible amount of force to push/pull/lift/carry.

Physical Demands: Talking, hearing, repetitive fine motor activities, handling, and reaching, occasional stooping, standing, kneeling, walking and climbing. Vision: Frequent near and far acuity, focal length change and color vision.

Environmental Conditions: Varies from a climate controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:

Various computers, printers, copy machines, surveying equipment, calculators, fax machines, telephones, district-issued/personal vehicles, etc.

**EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.

11/13/97

Revised: (07/15/05; 06/28/07)