

AUTOMATED ROUTING SPECIALIST

Code No. 4-20-001
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for supporting a sophisticated computer environment within the City School District's Transportation Department. The position requires a thorough understanding of Management Information Systems applications as well as school transportation operations and procedures. Work involves selecting and implementing software, modifying and maintaining data structures, establishing and maintaining network connections, and training staff in the use of systems and software. The employee reports directly to and works under general supervision from, the Director of Pupil Transportation. General supervision may be exercised over a clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates the Transportation Department's computer environment and oversees its day-to-day operation;

Develops and analyzes pupil projections based on the transportation data base;

Maintains and controls 1.5 mile limits and walk zone data systems to reflect current Board of Education policy;

Works with the Management Information Systems (MIS) programming staff to control school's on-line query for transportation data;

Develops and maintains systems for transported students not in the City School District's census system;

Works with the MIS operations and programming staff to translate information into the proper format;

Tests, checks and debugs system software programs;

Evaluates transportation procedures to increase efficiency and automates where appropriate;

Determine the proper platform (i.e., micro-computer, mini-computer, or mainframe computer) for transportation applications within applicable policies and guidelines;

Trains and/or coordinates the training of departmental personnel in transportation computer applications on all platforms;

Acts as system administrator for relevant transportation computer applications;

Coordinates the utilization of an automated routing system;

Identifies and evaluates technical problems to determine their source whether hardware,

software, or operational, and implements corrective action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of microcomputer, AS/400 and mainframe computer technology; good knowledge of programming techniques and administration; good knowledge of data base structures; working knowledge of the District's transportation procedures and policy; working knowledge transportation routine and scheduling methods; working knowledge of New York State Education Law as it pertains to transportation of both regular and special needs children; ability to analyze transportation and office procedures and determine areas for improvement; ability to comprehend and apply data processing principles and techniques; ability to generate accurate and effective computer programs; ability to instruct others in the use of data processing applications; ability to communicate orally and in writing, particularly with non-data processing personnel; ability to establish and maintain effective professional relationships; good judgment; initiative; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

(A) Six (6) years paid full-time or its part-time equivalent experience as a computer programmer; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years of experience as defined in (A); OR,

(C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Computer Science, Business Administration or Public Administration, plus one (1) year of experience as defined in (A) above; OR,

(D) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 23, 1992