

TRANSPORTATION TECHNICIAN BILINGUAL

Code No. 4-14-179
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a support position in a school district responsible for designing, implementing and maintaining a pupil transportation data base system. Work also involves assisting in developing routing systems and record keeping. Employees are expected to be fluent in written and spoken English and Spanish. The employee reports directly to and works under general supervision of the Transportation Director. 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)

Designs, implements and maintains an interactive multiple data base system for a school district transportation office network;

Designs and maintains specific data base files;

Assists with routing students to school and program locations;

Maintains gasoline inventory;

Tracks gasoline usage and bills appropriate departments;

Interprets from Spanish to English and vice versa.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the Spanish language; good knowledge of data base systems utilized in office networks, particularly any specialized to transportation needs; working knowledge of the practices and procedures of pupil transportation; organizational skill; skill in reading and writing Spanish; skill in interpreting from Spanish to English and vice versa; ability to keep records; mathematical ability; ability to establish and maintain effective working relationships; good judgement; physical condition commensurate with the demands of the position.

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

(A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in computer science plus one (1) year paid full-time or its part-time equivalent experience in data base management; OR,

(B) Three (3) years of experience as defined in (A) above; OR,

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

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: December 4, 1997