Saint Paul
PUBLIC SCHOOLS
A World of Opportunities

Position Summary

To assist with directing the Transportation Department to ensure the provision of a safe, efficient, and economical transportation system. This will require a thorough understanding of all facets of the Transportation Department's operations.

Reporting Relationship

Report to the Transportation Director.

Responsibilities
The essential functions include, but are not limited to, the following fundamental duties:

Overall Departmental Responsibilities

Assist the Transportation Director with planning, organizing and coordinating the operations and activities of the Transportation Department; participate in department strategic planning and with identifying and developing solutions for department issues.

Has primary departmental level responsibility for state reporting requirements. Collaborate with the department accountant and other department staff and information technology staff on developing, managing, and maintaining state reporting MARSS transportation code submissions.

Integral to this role is the design, planning, implementation and maintenance of technology used for student transportation; act as Project Manager for implementation of new technologies.

Monitor operations to ensure compliance with federal and state transportation laws, rules and regulations.

Communicate with parents, other district staff and members of the public to promote and maintain effective relationships.

Serve as the department leader in the Transportation Director's absence.

Logistics

Supervise Logistics Staff in the development of effective and efficient bus routes and schedules to support bus transportation from home to school and both for regular and special education students; provide guidance to staff as necessary; which may also include interviewing, selecting, training, coaching, and conducting performance reviews.

ASSISTANT DIRECTOR, TRANSPORTATION

Responsibilities/Logistics (continued)

Assist in coordinating bus contractor management regarding bus routes and schedules; provide guidance on district routing policies, procedures and standards; resolve any issue that may arise between the contractors and school principals relating to bus routes.

Support the optimum utilization of the automated bus routing and planning system by ensuring that the staff is trained, appropriate hardware is available and any other related technical issues; supervise the maintenance of bus routes and student transportation information in the transportation routing and planning systems.

Work with program directors, special education staff, and principals on the development of route service for new programs and for programs with changes in location and/or student population, including the extended day, summer school and Saturday school programs.

Respond to and/or investigate complaints or concerns about district route operations, transportation eligibility and related issues raised by students, parents, school or other district staff or the public; work on resolving these problems in conjunction with other transportation, school or other district staff as appropriate.

Develop long-range planning relating to routing logistics for the District for review by department administration; assist with long-range planning for the overall transportation function.

Make recommendations to the department administrator for revision of bus route contract requirements, administrative procedures, and District policies.

Information Systems

Primarily responsible for management, maintenance, and coordination of all technology (software and hardware) used by the Transportation Department, including but not limited to routing programs, information systems, Geo Positioning System services, fleet management, incident management, cameras, and mass communication notification systems.

Manage integration of GPS systems utilized by contractors into District routing and GPS systems, establishes requirements and protocols for contractor data integration, troubleshoots and resolves conflicts with District systems.

Provide information and make recommendations to the Transportation Director with respect to budgeting requirements for system updates and purchase of new hardware/software as required.

Research and evaluate new technologies for use by the department;

Manage District-owned mandated technological equipment on contractor school buses including, but not limited to, camera systems, Geo Positioning Systems, WiFi access point and related equipment.

Coordinate efforts to maintain security and integrity of Department's information systems and backup of Department databases and systems.

ASSISTANT DIRECTOR, TRANSPORTATION

Responsibilities/Information Systems (continued)

Utilize the VersaTrans Software Suite and other software as appropriate to develop and maintain relevant and accurate reporting on student ridership, bus route efficiency, student walking distances and related information; respond to requests for on-demand reports.

Maintain all department-owned hardware; including servers, and is responsible for back-up and data retention processes.

Integrate existing and future systems in a method that will facilitate data exchange between systems. This includes coordinating efforts with other district staff, outside vendors, and consultants to ensure current data is constantly and consistently being made available to district administration, school staff and parents.

Assist in the preparation of specifications for new district vehicle purchases.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills, and Abilities

Transportation Management/Logistics

Thorough knowledge in the formulation of school bus routes, including consideration of a location's geography and physical layout, traffic conditions, traffic hazards, one-way streets, semaphore controlled intersections, weight restricted bridges, road speeds, and other infrastructure.

Thorough knowledge of federal and state laws, State Agency Rules, and Board of Education Polices and Procedures relating to student transportation.

Thorough knowledge of transportation operations and transportation safe practices.

Considerable knowledge of computer systems and software including bus routing and planning systems, word processing, databases, and spreadsheet software.

Considerable ability to plan, direct, and evaluate the work of others.

Considerable ability to lead and work cooperatively with subordinate employees on resolution of problems.

Considerable ability to communicate clearly and effectively with individuals and groups.

Considerable ability to work under pressure and to simultaneously handle large and complex projects.

Considerable ability to deal with people who are angry or upset.

ASSISTANT DIRECTOR, TRANSPORTATION

Information Systems

Thorough knowledge of school transportation software, with emphasis on the VersaTrans Software Suite and ArcView GIS System software.

Thorough knowledge of computer systems and software, including word processing, data bases, and spreadsheet programs.

Thorough knowledge of the primary Geo Positioning Systems utilized in student transportation, i.e. Zonar, Synovia, Everyday Solutions, etc.

Considerable knowledge of SQL and similar programming languages, including query development and reporting strategies.

Considerable knowledge of transportation operations processes and the informational requirements of coordinating student transportation needs.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to coordinate with other departments and district staff to ensure proper data integrity and management is being achieved.

Minimum Qualifications

Bachelor's degree in transportation management, information technology, business or public administration or a related field and four years of transportation, information management, software support or business systems analysis experience, which includes some experience working with transportation software and experience in the development and management of a complex bus route network.

Preferred Qualifications

- Experience working with the VersaTrans Suite of school transportation software and ArcView GIS software.
- At least three years experience managing the maintenance and operation of the VersaTrans Software Suite for a large school district.