

Information Systems Specialist



Department of Transportation
Posting Number: P17TRA001

Open Until Filled
School Year: 2017-2018

Classified Position, Level 14
Salary Range: Refer to [FY18 Classified Salary Scale](#)
12 Month Position, 8 hours per day

DESCRIPTION:

This is technical computer work in operating the automated school bus routing system. An employee in this position is responsible for operating the software that automatically develops school bus routes. The work includes entering data regarding bus routes, geographic locations, and other information, and uses the software to produce routes and plans. The work requires knowledge of bus routes and bus route planning concepts, which the employee applies while operating the system. A worker in this position initiates his/her own daily assignments, follows through on matters, and uses independent judgment and training to take appropriate actions to deal with standard recurring situations.

PRIMARY RESPONSIBILITIES:

- Regularly runs maintenance programs, updating the database with student data and map updates.
- Sets up new bus stops, re-works bus runs and routes, and creates new runs/routes in response to new schools and changes in student and/or map data; coordinates work with school bus staff.
- Confers with bus drivers to obtain information on actual run times for the purpose of updating run stops and times; provides bus stop time and bus number information to dispatch staff.
- Provides data regarding student counts to transportation staff for use in planning bus stop locations.
- Re-works all runs and routes during the summer months, and creates new kindergarten runs for the new school year.
- Analyzes current bus runs and routes to alleviate overcrowding and time limitation.
- Performs related work as required.

QUALIFICATIONS:

Graduation from high school and experience in operating PCs; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Knowledge of desktop PCs and standard office software such as spreadsheets, databases, and word processing; of school bus route planning concepts; of Loudoun County streets, road, and highways.
- Good human relations and communications skills.

ORGANIZATIONAL RELATIONSHIPS:

The Information Systems Specialist reports to the Area Supervisor.

Application Procedures: *Note:* The applicant will not be considered if directions are not followed.

First-Time Applicants

A Classified Application must be submitted to the Department Human Resources and Talent Development. Applications for on-line submission are available via the web site at www.lcps.org. First-time applicants must submit a resume highlighting personal qualifications and skills *for the position in which interest is expressed* to the Department of Human Resources and Talent Development.

Internal Applicants:

Internal applicants are required to submit a classified application that has been completed or updated within one year of applying for the position. A letter of interest and resume highlighting personal qualifications and skills for the position must be **submitted through the online application process** via the web site at www.lcps.org. A letter of interest for each position must include the appropriate job code and the applicant's personal identification number.

Note: If the above referenced items are not included in the candidates **online application** for each position in which interest is conveyed, the candidate will not be considered for the position.

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