



# ANALYST – TRANSPORTATION SYSTEMS TECHNOLOGY

## SUMMARY/SCOPE/GOAL

Responsible for the deployment, maintenance, and updates of computers at the school level, consistent with district standards and timelines. Support the district's strategic plan and technology plan. Provide outstanding customer support and training for the district's hardware and software.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

Education and Relevant Experience Requirements:

#### REQUIRED:

- Associates Degree in Computer Science or related field from an accredited educational institution. (Relevant experience may substitute for AS, two years for each year of college).
- Minimum two (2) years of proven experience using computer software, program development or database management and design.

#### PREFERRED/DESIRED:

- BA/BS in Information Technology related field. Unrelated BA/BS with the recommendation of the Director of Transportation.
- Two (2) years' experience in computer related field with hardware and software platforms experience desired.
- Knowledge of computerized transportation and mapping systems preferred.
- Training experience preferred.

### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's License.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide prompt, courteous, outstanding customer support to all staff.
2. Plan, organize and control the activities associated with the maintenance and operation of the computerized transportation system.
3. Provide assistance and training to all transportation staff on the effective use of technology in the work environment.
4. Deploy, manage, maintain, and update end-user PCs, tablets, AV equipment, and instructional technology equipment.
5. Act as liaison between the department and district personnel regarding information technology.
6. Maintain records of device inventory, location, and function.
7. Participate in the maintenance of the District's automated fueling system and fleet maintenance systems.
8. Become knowledgeable in school bus routing procedures and practices.
9. Prepare detailed, accurate reports and presentations concerning transportation systems.

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10. Research and recommend hardware and software to meet functional requirements.
11. Attend technology in-services pertinent to network management and software programs.
12. Supervise and coordinate network use, configuration, expansion, and maintenance with appropriate staff, consultants, and other Brevard County School District personnel.
13. Remain current on latest hardware innovations, software releases, educational technology trends, and provide recommendations regarding future implementations.
14. Perform the in-depth investigation required when security, access, and/or information policies have been violated.
15. Maintain the hardware/software required to support other technical staff positions.
16. Ensure support is available during normal school hours, at the discretion of the site administrator.

### **OTHER DUTIES:**

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with board policies, procedures, and applicable federal and state laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Knowledge of the operating characteristics, capabilities and limitations of computer and networking equipment. Ability to present projects and ideas clearly and concisely and to effectively use problem-solving skills.

Knowledge of management principles and practices. Ability to establish and maintain effective working relationships with district and school-based staff and transportation area supervisors and staff. Knowledge of modern office methods, practices, and procedures. Is expected to work with minimum supervision, handle a wide range of transportation software & programs to meet the goals and expectations of the Transportation Department unassisted and provide assistance to all system users.

Ability to maintain and troubleshoot a dynamic variety of hardware and software. Ability to install and maintain current PC and server operating systems, install software, and troubleshoot workstation related situations.

Ability to handle and prioritize multiple tasks. Demonstrated written and oral communication skills. Knowledge of concepts and basic equipment used for network communications. Ability to perform basic network troubleshooting. Knowledge of modern office methods, practices, and procedures. Is expected to work with minimum supervision, handle a wide range of systems problems unassisted, assist the school-based personnel, and to fully support assigned systems and applications.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, tablets, smart phones, and other technology devices. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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Interpret technology policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems

### PHYSICAL DEMANDS/WORK ENVIRONMENT

#### PHYSICAL REQUIREMENTS:

##### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

#### POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently. May include conditions of small, enclosed, or partially enclosed areas, dust, dirt, fumes, odors, respiratory irritants, chemicals, inks, developers, mechanical hazards, moderate and repetitive noise, and static electricity.

#### TRAVEL:

Travel between sites often. Travel out of county rarely.

#### FOR HR USE ONLY:

<b>DIVISION:</b>	District Operations	<b>DEPARTMENT:</b>	Transportation Services
<b>TITLE CODE:</b>	C2055	<b>CONTENT BY:</b>	Michael Miller, Director of Transportation
<b>GRADE:</b>	P	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 PTS	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	Submitted 5/30/2023	<b>CLASSIFICATION:</b>	Karyle Green, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	01/10/2007	Developed	Michael Connors
1.1	02/01/2007	Revised	
1.2	06/13/2007	Revised	
1.3	08/14/2007	Revised	
2.0	12.01.20	New Format	Human Resources
2.1	11/1/2021	Updated physical requirements to ADA format, added schedule	Ellie Kelly – Human Resources
2.2	5/4/2023	Updated requirements and responsibilities to meet current role.	Dr. Michael Miller

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.