

**Orange County Public Schools  
Job Description**

**SENIOR ADMINISTRATOR, ROUTING**

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution in Cartography, Information Systems, Public Administration or related field; or any equivalent combination of related education, training and/or experience, which provides the required knowledge, skills, and abilities to perform the essential job functions.
2. Five (5) years of routing experience, two (2) of which includes demonstrated experience supervising, training, leading and motivating teams; experience must also include utilizing Esri ArcGIS products or computerized school bus routing and planning software.
3. Additional experience in routing within districts with over 100,000 students preferred.
4. Five (5) years of progressive work experience in management level positions preferred.

**TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months. May have some seasonal requirements to work beyond a normal business day. May be required to serve as a Disaster Incident Management Team (DIMIT) member during a disaster or emergency caused by severe weather, fires, power failures, pandemic, or event challenging our security. The incumbent is considered to be "essential personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the requirements for pupil transportation as well as the ability to use computerized school bus routing and planning software and Esri ArcGIS applications. Strong written and verbal communication skills. Problem solving and analytical skills. Ability to comprehend and interpret Florida statutes, rules and regulations and board policy as they pertain to student transportation; demonstrated ability to establish comprehensive and highly structured methods of data retrieval and distribution regarding school attendance zones, rezoning, student census data and transportation services; ability to supervise, plan, organize and manage the GIS function and its database.

**REPORTS TO:**

Senior Director, Transportation Services

**JOB GOAL:**

To maintain the district's school bus routes, schedules, and field trips by coordinating the school bus routing and planning activities between Transportation Services, Student Enrollment, Facilities, Exceptional Student Education, FDOE, and state and local governments.

**SUPERVISES:**

Assigned personnel.

**MACHINES, TOOLS, EQUIPMENT:**

*Machines, tools, equipment, electronic devices, vehicles, etc., used in this position.  
Telephone, computer, 800 MHz radio, automobile, copier.*

**PHYSICAL REQUIREMENTS:**

Describes physical conditions of this position.

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

**PHYSICAL ACTIVITY:**

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

**Percentage**

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

*Note: Will total more than 100 percent as several activities may be performed at one time.*

**WORKING CONDITIONS:**

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

**PERFORMANCE RESPONSIBILITIES:**

- \* Manifests a professional code of ethics and values.
- \* Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- \* Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- \* Effectively use technology and key performance indicators (KPI's) to monitor and direct daily operations and management tasks.
- \* Manage, oversee and evaluate staff reporting directly to him/her regarding productivity in achieving expected results and supporting District priorities and goals.
- \* Promote a culture that provides a focus on accuracy of work, safety and quality customer service through training and mentoring; inspire trust and respect.
- \* Maintain extensive knowledge of Orange County geographical area and its housing growth.
- \* Oversee the Transportation Florida Education Finance Program (FEFP) reporting process.
- \* Manages the E-Pass authorization process for all routes utilizing toll roads in the District.
- \* Oversee the route bidding process for all drivers and monitors.
- \* Serve as liaison with district departments to coordinate routes in consideration of swing school relocations, redistricting and choice assignments, re-routes, feeder zones, IEP placements, 504 compliance issues.
- \* Organize, develop, coordinate and audit regular and special needs bus routes and field trips according to the district's policies and procedures, Florida statutes and Department of Transportation's rules and regulations.
- \* Manage the implementation of school bus routing and planning software (to include the field trip component) and Esri ArcGIS applications for district wide strategic planning.
- \* Communicate and train school and district staff regarding the use of computerized school bus routing and planning software.
- \* Prepare reports for district presentation with regard to student assignment(s), bell times, effects of rezoning, and transportation services.
- \* Maintain working relationships with parents, community members, community agencies, governmental agencies and school-based and district staff.
- \* Supervise the maintenance of school bus routing and planning software and Esri ArcGIS applications. Plan, organize and maintain the school bus routing and planning data.
- \* Participate as a positive member of a leadership team.
- \* Coordinate or create and maintain GIS map layers, as needed.
- \* Resolve school, parent, district staff and community issues as they relate to transportation concerns surrounding bus stops and bus routes.
- \* Research and resolve data discrepancies.
- \* Keep the Senior Director, Transportation, informed of critical issues within the department and incidents about which he or she should be aware.
- \* Follow the district's policies and procedures as related to payroll.
- \* Follow the district's policies and procedures as related to all HRMD guidelines and the

district's instructional initiatives.

- \* Follow the district's policies and procedures as related to fixed assets.
- \* Develop leadership in subordinates.
- \* Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- \* Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- \* Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by the supervisor.

\* Essential Performance Responsibilities

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.