Position Title:	Manager, Operations Systems Technology
Payroll/Personnel Type:	12 Month
Job #:	8634
Reports to:	Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

Under administrative direction of the Director of Transportation, provides ongoing technical guidance to other staff members; updates software programs in Transportation and Planning; assists with the Transportation activity of the district; performs systems analysis in the development of new systems and modifications to existing systems; assists in the design, development, and troubleshooting of technology systems; participates in the selection, evaluation, and bidding of applications software; assists in the redistricting of boundaries in the St. Louis Public Schools; develops enrollment model to produce yearly district enrollment projections; forecasts long-range projections for various departmental needs (i.e. staffing, budgeting, textbooks); maintains the school block file for the school assignment matrix (attendance areas); maintains the WebQuery system for school personnel student transportation assignment; creates the school and location map yearly; produces district student demographic and school mapping by school and districtwide.

Essential Functions:

- Implementation and management of Transportation software and mapping software
- Perform comprehensive enrollment model projections; boundary planning; and long-range projections
- Perform comprehensive evaluation of student data by grade and school
- Develop mapping scenarios that provide district information used to determine student demographics; school building usage; assignment by school; and efficient utilization of services
- Administration and utilization of the boundary planning software (GISMO)
- Administration and utilization of the mapping software (MARIS and ArcView)
- Responsible for the implementation and administration of the school, stop, and address software (WEBQUERY)
- Development and installation of systems for recording and processing data utilizing electronic computer and peripheral equipment
- Develop and maintain an interface between the transportation software (EDULOG) and the SLPS Student Information System (SIS)
- Proficiency in the Student Information System (SIS) and Veritas Backup Executive
- Testing, checking, and analyzing completed updates in EDULOG
- Assist the Route Specialist and clerical staff in Transportation
- Resolve and respond to all complaints, verbal or written, regarding bus services
- Analyze the Global Positioning System (GPS) information for comparative performance measures
- Participate in the on-going SLPS redistricting project
- Liaison with contractors regarding bus issues and/or software issues
- Identify options for potential solutions and assess them for both technical and business suitability
- Create logical and innovative solutions to complex problems

- Write specific proposals for modified or replacement systems
- Remain current with technical and organization developments

Knowledge, Skills, and Abilities:
- Knowledge of computer programming, software implementation, and hardware configuration
- Ability to work under pressure and make decisions
- Ability to work well with others under high stress level
- Strong organizational skills
- Ability to learn quickly
- Must possess a logical approach to problem solving
- Ability to analyze and seek solutions
- Good presentation and negotiation skills
- Ability to meet milestones and delivery dates
- Demonstrate good interpersonal and people management skills

Experience:
- At least ten years' experience in computer programming and technology analysis in large database management environment (required)

Education:
- Bachelor's Degree in Computer Science/Information Technology, Geology, Mathematics or related field (required)
- Master's Degree (preferred)

Physical Requirements:
- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:
- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:
The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date	
Immediate Supervisor Date	

Human Resources   Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.