

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST II, Administrative Computing, Transportation-Edulog

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years of experience in Business, Management Information Systems, or Data Processing.
- Proficient in the use of data processing equipment.
- Knowledge of School Bus Transportation Operations desirable.

REPORTS TO Supervisor of Transportation Routes and Scheduling

SUPERVISES No supervisory duties

POSITION GOAL

To assist with facilitating the use of computers for administrative purposes

PERFORMANCE RESPONSIBILITIES

1. * Provide support to the Department of Transportation Personnel in implementing automated systems in all areas, with specific emphasis on the Edulog Transportation Component.
2. * Create and maintain spreadsheet, database, word processing, and transportation routing files.
3. * Keep current of technological developments and their implications on administrative computing and computerized routing.
4. * Assist with developing reports to be provided to District and Department of Transportation Personnel.
5. * Assist with developing data collection instruments and input documents.
6. * Assist with preparing and updating documentation for the various automated systems.
7. * Assist with providing a comprehensive program of user education workshops and seminars for computer users.
8. * Assist with responding to and maintaining information on users' questions, problems and needs.
9. * Assist with developing and maintaining support materials and user manuals.
10. Perform other duties as assigned by the Supervisor of Transportation Routes and Scheduling.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA** Function **7800**
Personnel Category **16** Survey Code **78096**
EEO-5 Line **51** Job Code **1666**

ADA CODES

2 Sedentary Work
3 A - C / P / T / V
4 C

BOARD APPROVED

April 12, 1994