



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Manager, Operations Systems Technology
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Assistant Superintendent of Operations

Position Summary:

This position supervises subordinate staff, provides ongoing technical guidance to other staff members, updates software programs in Transportation, Facilities and Food Services; performs systems analysis in the development of new systems and modifications o existing system; assist in the design, development and troubleshooting of Operations technology systems; participates in the selection, evaluation and bidding of applications software; assists in the redistricting of boundaries in the St. Louis Public Schools.

Essential Functions:

- Perform comprehensive evaluation of business procedures and resolves software problems in the operations department
- Implementation and management of transportation software, facilities software and food services software
- Administration and utilization of the boundary planning software (GISMO)
- Administration and utilization of the mapping software (MARIS)
- 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
- Analyzing work procedures and job methods through the development of detailed work flow charts
- 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
- Writing and editing operations software manual for uniform interpretations for new or revised procedures
- Schedule and conduct classes to train and familiarize personnel with new or revised work methods
- Resolve and respond to all complaints, verbal or written, regarding bus services
- Coordinates the on-going Global Positioning System (GPS) project for the school district
- Participate in the on-going SLPS redistricting project
- Liaison with contractors regarding bus issues and/or software issues
- Identify options for potential solutions and assessing 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
- Performs other duties as assigned



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Experience:

- Minimum of ten [10] years experience in computer programming and technology analysis in large database management environment

Education:

- Bachelor's Degree in computer science/information technology; geology, mathematics or related field; Master's degree preferred

Knowledge, Skills, and Abilities:

- Knowledge of computer programming, software implementation and hardware configuration
- Knowledge of laws, regulations, policies, statutes of transportation, facilities and food service
- 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
- Demonstrates good interpersonal and people management skills

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 signification 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.



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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.