# JOB DESCRIPTION

**POSITION TITLE:** Logistics Specialist  
**JOB CODE:** 474B  
**DIVISION:** Operational Support  
**SALARY SCHEDULE:** Office Clerical/Technician Annual  
**DEPARTMENT:** Transportation  
**WORKDAYS:** Annual Administrative Employees  
**REPORTS TO:** Director, Transportation  
**PAY GRADE:** Rank VII (CT7)  
**FLSA:** Non-Exempt  
**PAY FREQUENCY:** Monthly  
**PRIMARY FUNCTION:** Researches and maintains correct mapping systems, boundary lines, student data, bus schedules, and transportation data reports.

## REQUIREMENTS:

1. **Educational Level:** High School Diploma or GED required  
2. **Certification/License Required:** None  
3. **Experience:** Minimum 5 years of analytical experience; routing software experience preferred  
4. **Physical Activities:** Routine physical activities that are required to fulfill job responsibilities  
5. **Knowledge, Skills, & Abilities:** Written and oral communication; typing; working knowledge of Microsoft Office suite with emphasis on Outlook, Word, and Excel. Prefer bus routing software knowledge with focus on Edulog programs.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

## ESSENTIAL DUTIES:

1. **Demonstrates prompt and regular attendance.** Work hours may vary throughout the year.  
2. **Prepares transportation logistic records and reports as needed.**  
3. **Assists with developing route/run sheets and maps as directed by Transportation Supervisors**  
4. **Prepares and updates driver run surveys within routing software.**  
5. **Maintains stops, runs, routes, and student additions/deletions in the routing software.**  
6. **Prepares Department’s standard operating procedure documentation for software operations and data control.**  
7. **Research address, street names, and boundary lines for accuracy; assists parents, schools, staff, citizens, Superintendent’s office, and Central Office personnel with school eligibility.**  
8. **Maintains current data for map file, geographic areas for enrollment analysis, and boundary maps for Transportation and Local Administration.**  
9. **Conducts training sessions on routing software for staff as needed, and administers training through Edulog University**  
10. **Maintains backup of data files as needed for routing software.**  
11. **Maintains driver database files and reports.**  
12. **Works with software provider on program specifications and operations to provide requested data and search for errors in software programs and data.**  
13. **Monitors network between Transportation, MIS, and Local Administration; including server and licensing**  
14. **Develops and provides appropriate administrators and local schools with reports as requested.**  
15. **Updates sex offenders in routing software and reviews stops in association with location.**  
16. **Utilizes Cal/Amp GPS software to monitor RR Crossings, reporting, and Planned vs. Actual stop, run and route data.**  
17. **Performs other duties as assigned by appropriate administrator.**

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**Signature of Employee:________________________ Date________________________**