



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Computer/Mapping Specialist I**

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Administrator
Salary Range: 33	
Term of Employment: 12 months	Date: July 1, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Effectively and efficiently operates the specialized computer mapping system and software so as to provide an accurate interface with the TOM computerized transportation system in the areas of route planning, scheduling and mapping as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Effectively and efficiently operates the computerized transportation system so as to provide routing, and scheduling of regular routes as required.
- Works with various mapping software programs to effectively and efficiently provide visual and written mapping information to district administration, transportation supervisors, school administration personnel, and school bus drivers.
- Maintains transportation Bus Books to include mapping, boundaries, street listings and other pertinent information as directed.
- Interacts with dispatch, school administration personnel and parents to provide accurate bus and bus stop information.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Other job related duties as assigned by the supervisor.
- May be required to work evenings and weekends.

SUPERVISORY RESPONSIBILITY:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to work effectively under time constraints.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Demonstrates the ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to read and understand documents such as safety rules, operating and maintenance instructions, procedures manuals, maps, and reports.
- Demonstrates the ability to speak effectively before groups of students, patrons, or employees of the district.
- Demonstrates the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Demonstrates the ability to compute rate, ratio, and percent, and to draw and interpret bar and timeline graphs.
- Must have specialized computer and data processing skills.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Valid Arizona Drivers License, CDL or defensive driving class for district van.

EDUCATION AND/OR EXPERIENCE:

- High School diploma or general education degree (GED) or;
- One to three months related experience and/or training; or the equivalent combination of education and experience.

PHYSICAL DEMANDS:

- The employee is occasionally required to lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.