



DEER VALLEY

Unified School District

JOB DESCRIPTION

Job Title: **Computer Specialist II**

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Administrator
Salary Range: 34	
Term of Employment: 12 months	Date: July 1, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To assist the Transportation Administrator in coordinating transportation of special need students to and from school safely and in a smooth and efficient manner.

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, scheduling of special education routes; and boundary planning, as required.
- Works cooperatively to input and maintain a comprehensive up-to-date data base to operate the computerized management system.
- Prepares, maintains, and evaluates bus routes, and schedules, making recommendations and changes concerning the operations.
- Maintains and updates routes and files on all students requiring special transportation.
- Surveys and drafts new maps of areas for bus service, plans stops for easy access and student safety using computer routing software.
- Gathers and compiles data into statistical information to meet requirements of periodic or other reports.

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:

- Assists the Transportation Administrator in monitoring of bus drivers and bus aides as directed by riding and other evaluations of routes.

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 a 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.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 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 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.
- Demonstrates the ability to write routine reports and correspondence.
- Demonstrates the ability to construct a transportation schedule of bus routes.
- Must possess working knowledge of USFR/criteria for transportation of Special Education students.
- Must have 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.
- CDL with Passenger Endorsement, with DPS Passenger Endorsement required.

EDUCATION AND/OR EXPERIENCE:

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

PHYSICAL DEMANDS:

- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, color 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.