

Planning Manager - Transportation

The Howard County Public School System (HCPSS) is one of the leading school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Coordinator of Transportation, Planning, and Technology, the Planning Manager assists in the planning and coordination of transportation activities and school bus operations. The position assists in developing, implementing, and supervising programs associated with the safe, efficient, and reliable transportation of students.

ESSENTIAL POSITION RESPONSIBILITIES

- Prepare, design, and maintain public and contract school bus routes to include adjusting bus schedules that support school time changes.
- Assist in the daily operation and coordination of school bus service.
- Work with school based and central office administration in addressing bus transportation and non-transportation zone concerns.
- Work with HCPD to ensure safety of bus stops in accordance with the Automated Stop Arm Enforcement Program.
- Responsible for the annual and day-to-day planning and management of bus routes.
- Oversee data analysis to improve efficiency and effectiveness of bus routes and stops.
- Address the escalation of parent and community concerns relative to bus stops and non-transportation zone.
- Work with external agencies to increase the walkability to schools.
- Attend internal and external stakeholder meetings with HCPSS schools and offices, State Highway Administration, Howard County Bureau of Highways, Howard County Police Department, and other agencies.
- Maintain continuing familiarity with the county and its growth, requiring constant review of all existing communities, new communities and new roads that affect school bus routes and non-transported areas through on-the-road observations and from information received from the planning office.
- Assist and collaborate in areas such as preparing transportation impact studies on school redistricting and bell times.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective operation and functioning of the office.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- Bachelor's degree from an accredited college or university with an emphasis in Transportation, Planning, Education, or Business Administration or similar field.

Experience:

- Five (5) years of experience in student and/or public transportation, school administration, or traffic safety to include:
 - Demonstrated ability to implement, administer, evaluate, modify and improve safety training programs.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Transportation, Planning, Education, Business, Business Administration, Public Administration or similar field.
- Experience analyzing data to support and improve transportation services.
- Prior transportation experience in a PreK-12 setting or college/university.

SPECIAL REQUIREMENTS

Ability to work flexible and/or irregular hours as well as unusual and/or extended hours during inclement weather or any emergency.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Association of Supervisors and Administrators – Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is the Manager and Officer lane on the Non-Certificated Supervisors salary scale, \$101,500 - \$136,507. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval
Human Resources Business Partner
Office of Human Resources
(410) 313-6689
sandy_saval@hcpss.org

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.