

Technology 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 Technology Manager provides professional and technical work within the Office of Student Transportation to support the HCPSS Strategic Call to Action. Responsibilities include managing all facets of technology, project management, administrative services, and office support in the planning, analyzing, and creating analytical deliverables related to transportation activities, school bus operations, and budgetary functions.

ESSENTIAL POSITION RESPONSIBILITIES

- Ensure all facets of technology are efficient and operational.
- Train staff in the utilization of technology.
- Analyze operational data to ensure operational safety and efficiency within HCPSS.
- Lead team in performing duties associated with application analysis and development.
- Provide support for GIS and related database functions for HCPSS staff.
- Maintain GIS street and pedestrian networks, county addresses, and operational mapping layers necessary for school bus routing and planning.
- Develop SQL queries used to retrieve or manipulate relational database data and create data dashboards.
- Develop key performance indicators that assess school bus operations and contractor performance.
- Lead development of GIS application specifications, application documentation, and technical procedures.
- Develop and performs quality assurance and quality control for GIS applications and related databases.
- Develop queries and scripts to perform analysis of school bus operations and vendor performance.
- Identify and provide recommendations and solutions for continuous improvement opportunities involving GIS and related databases.
- 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 in Geography, Geographic Information Systems, Computer Science, Mathematics, Software Engineering, or a related field.

Experience:

- Five (5) years of experience managing technology processes to include:
 - o Experience analyzing data to support and improve operational safety.

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in Transportation, Planning, Education, Business, Business Administration, Public Administration.
- Three (3) years of experience in Information Technology that involves student transportation.
- 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 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.