

## **Area Manager, Office of Student Transportation**

The Howard County Public School System (HCPSS) is one of the top school systems in 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 Director and Coordinators of Student Transportation, the Area Manager assists in the planning, directing, and supervising of transportation activities and school bus operations to ensure the safe, efficient, and reliable transportation of students.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Routes, schedules, and supervises contract school bus operations for school system transportation programs.
- Continuously analyzes bus routes and bus stops for safety and efficiency. Continuously reviews non-transported areas for safety.
- Supervises the daily operations of school bus service.
- Works with school-based and central office administration in addressing student transportation concerns.
- Addresses parent and community concerns relative to transportation services and traffic safety.
- Assists and collaborates in areas such as preparing transportation impacts on school redistricting, assigning areas of responsibility, performance review of bus contractors, and checking road conditions in winter months.
- Attends 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.
- Audits documentation associated with the monthly school bus contractors' invoices.
- Assists in the supervision, development, and presentation of school bus driver/attendant certification and annual safety programs.
- Assists in the inspection of school buses on a scheduled and unscheduled basis.
- Utilizes technology to monitor and audit performance of drivers and attendants.
- Maintains 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 Office of School Planning.

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.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Attention to detail and high level of accuracy.
- Effective organization and time management skills.
- Excellent analytical and problem-solving skills.
- Excellent verbal and written communication skills.
- Ability to lead and manage people and processes.

- Ability to multi-task and work effectively under pressure.
- Ability to learn new software and technologies utilized in the management of student transportation.
- Ability to work unusual or extended hours to meet the needs of the Office of Student Transportation including during inclement weather or any emergency situation as declared by the Superintendent/designee and/or negotiated agreement. On call responsibilities are shared on a rotating basis with other staff in the office.

### **MINIMUM QUALIFICATIONS**

**A combination of education and experience may be considered.**

#### **Education:**

- Bachelor's degree from an accredited college or university.

#### **Experience:**

- Three (3) years of experience in student or public transportation, public school teaching or administration, traffic safety, or a closely related field which includes experience in planning, logistics, and customer service.

### **PREFERRED QUALIFICATIONS**

- Master's degree from an accredited college or university in Transportation, Planning, Education, Computer Science or a related field or college coursework in pupil transportation, traffic safety, driver education and training.
- Experience with student transportation in a PreK-12 setting or college/university.
- Experience leading or managing people, processes, or projects.

### **SPECIAL REQUIREMENTS**

- Possession of a Maryland Class C driver's license and satisfactory driving record with two or less points on your record. A complete driving record must be provided as a condition of employment.

### **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.

### **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 Grade III on the Non-Certificated Supervisors Salary Scale, \$107,943 - \$160,242. Actual step 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 experiences and education that 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 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).

For questions regarding this vacancy, please contact [recruitmentinquiries@hcpss.org](mailto:recruitmentinquiries@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.