



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	TIMS Coordinator/Data Manager
SCHOOL/DEPARTMENT	Transportation
SALARY	Salary Grade 69 plus supplement
FLSA STATUS	Non-exempt
REPORTS TO	Assistant Director of Transportation
SUPERVISES	None
WORK WEEK SCHEDULE	Monday – Friday; other hours as needed
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The TIMS Coordinator/ Data Manager performs technical and administrative work in the use of TIMS for routing operations of the School System Transportation Department. Work involves coordinating use of the TIMS computer routing system; providing technical and administrative support in the use of the system by training and supervising users; and providing student data for school planning and redistricting to school officials. The TIMS Coordinator/Data Manager oversees the school bus video program to ensure effective implementation and on-going operation. S/he is also responsible for ensuring maintenance of accurate road and student data files; coordinating bus stops and routes; and preparing various transportation maps and reports, as needed.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of TIMS routing system and computer program
- Thorough knowledge of TIMS programming techniques, computers, and peripheral equipment used by the Transportation Department, or planned for use by the Transportation Department

- Thorough knowledge of the standard accepted principles and practices of verifying student addresses and assigning transportation addresses
- Considerable knowledge of modern office procedures, methods and practices
- Considerable knowledge of data processing equipment, systems and method
- Skilled in transferring data from SIMS to TIMS
- Ability to exercise considerable independent judgment and initiative in independently performing assigned projects
- Ability to plan, direct, and coordinate the work of a TIMS staff, as necessary
- Ability to follow complex oral and written instructions
- Ability to explain TIMS program functions, operating procedures and results
- Ability to prepare clear and concise instructions, and convey them orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

EDUCATION, TRAINING, AND EXPERIENCE

- High School Diploma implemented by vocational and/or college-level courses in computer science or a related field
- Three (3) to five (5) years of training or experience working with computers and TIMS
- Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- GEOCODE Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in computer science, programming, or related field
- Supervisory experience using the TIMS program
- Experience with Microsoft based servers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate effective use of all software modules to carry out the functions of the TIMS routing system
2. Provide technical and administrative support for transportation planning to TIMS users, department senior staff, central administration and the School Board
3. Train, assist and supervise TIMS users in updating TIMS data, generating reports and making effective use of TIMS; users include Transportation Office Staff and others as necessary
4. Provide student assignment and demographic data as needed to the department senior staff, central administration and the School Board for school planning/redistricting
5. Coordinate the creation of routes and student assignments for Orange County and Chapel Hill/Carrboro transportation services
6. Provide technical support for department users of computers and software applications
7. Plan and prioritize work for TIMS staff as applicable; hold quarterly staff meeting

8. Oversee and create GEOCODE to ensure accuracy.
9. Maintains railroad GEOCODE
10. Perform other duties as assigned by the Assistant Director of Transportation

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force. Must be physically able to operate a variety of computers and their peripheral equipment; hand tools, such as screwdrivers and pliers; and common office machines.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*