

DISTRICT SCHOOL BOARD OF PASCO COUNTY
Job Description

MAPPING SPECIALIST		
Salary Schedule: MGMT 1A Pay Grade 7	Contracted Work Days: 12 months Daily Work Hours: 7.5	Professional/Technical- Exempt

JOB GOAL: To provide Transportation and/or the District with visual data including but not limited to school boundary maps, bus routes and population maps to help meet the current and future needs of Pasco County.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree from an accredited institution
2. Experience using Global Information Systems (G.I.S.)

KNOWLEDGE, SKILLS AND ABILITIES:

1. Skill to work with people in an effective manner
2. Ability to communicate effectively orally and in writing
3. Ability to plan, organize, and prioritize
4. Ability to use data in the decision making process

REPORTS TO: Director of Transportation

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

1. Select, implement, and evaluate GIS software for mapping
2. Implement School Board Policy, state statutes, and federal regulations as they pertain to school transportation
3. Assist Planning by providing student data information and population maps to develop school boundaries

Proactive Orientation

1. Demonstrate initiative in fulfilling performance responsibilities and seeking solutions to problems and concerns
2. Provide proactive leadership for the programs of the Transportation Department and the District

Critical Thinking

1. Access, analyze, interpret, and use data in decision-making
2. Use technology effectively
3. Locate needed data and information
4. Consider different perspectives, alternative options, and consequences of each in making decisions

MAPPING SPECIALIST (continued)

Managerial

1. Prepare and/or oversee the preparation of required report and maintain all appropriate records
2. Prepare and/or oversee the production of boundary maps, bus routes, and other visual data as needed
3. Monitor assigned tasks

Continuous Improvement

1. Set high standards and expectations for self and others
2. Keep up-to-date with information pertinent to job performance
3. Assist others in understanding relevant information related to GIS and mapping
4. Participate in meetings and other activities to enhance professional development

Facilitation

1. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment
2. Adjust strategies to accommodate unexpected situations
3. Deal with problems associated with change

Communication

1. Communicate effectively orally and in writing
2. Collaborate with Planning Department to develop and maintain school boundaries
3. Provide required communication, reports, and/or correspondences with various parties as needed

Constancy of Purpose

1. Support the District's vision and mission
2. Represent the District to outside shareholders in a positive and professional manner
3. Perform other incidental tasks consistent with the goals and objectives of this position

Decisiveness

1. Make and share decisions in a timely manner
2. Respond quickly in emergency situations

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.