



<b>Title:</b>	TIMS (Transportation Information Management System) Manager
<b>Reports to:</b>	Executive Supervisor for Transportation
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

### **Qualifications:**

- Graduation from high school; associate degree preferred
- Skilled in Microsoft Word, Excel, PowerPoint, Data Base Management and Spreadsheets
- Certification preferred, but if not must obtain ITRE certification for TIMS Managers and Operators within a specified time after employed

**Supervises:** None

### **Essential Job Functions:**

1. Assigns students, requiring transportation to and from designated school bus stops. If stop does not exist, develop and implement a new bus stop
2. Enters data and updates information as provided to keep bus routing current and accurate
3. Troubleshoots and resolves bus route issues including data analysis
4. Performs updates to the TIMS student file from PowerSchool
5. Gathers and evaluates information pertaining to streets, addresses, speed limits and railroad crossing, etc. and enters this information into the TIMS geographic module
6. Effectively communicates with bus drivers, parents, transportation staff, school staff, data managers, central service staff
7. Assists with general office duties
8. Generates, through use of TIMS and alternative software (EXCEL for example) state reports
9. Must obtain/maintain TIMS MARIS certification to make changes to the TIMS mapping system to ensure efficient bus runs/route scheduling
10. Runs TIMS maintenance programs
11. Performs other duties and responsibilities as assigned by supervisor