

JOIN OUR TEAM **ROUTER**



929 YORK STREET / UTICA, NEW YORK 13502 WWW.UTICASCHOOLS.ORG

Civil Service Classification: Competitive

The Utica City School District has a vacancy for a **ROUTER** within the department of Transportation.

General Information: This is an important position involving the responsibility of scheduling and timing of bus routes for the School District, through the use of dedicated computer software. The work is performed under the general supervision of a higher level administrative employee and does not involve any supervisory duties. The work is performed in accordance with established policies and objectives permitting some leeway in the exercise of independent judgment in carrying out the details of the work. Unusual problems not previously encountered are referred to a superior before any action is taken. Does related work as required or as requested by the immediate supervisor and/or the Superintendent of Schools.

Typical Work Activities Include, but are not limited to:

- Uses a computer program to establish bus routes and prepare time schedules for buses for students in the district;
- Inputs data as necessary to update computer files;
- Makes necessary arrangements for special and extracurricular trips;
- Prepares periodic reports from records that are maintained on mileage, number of students carries, and number of stops made on each route;
- Assists in the preparation of the transportation budget as well as specifications for equipment;
- Uses judgment and experience in making decisions in accordance with established policies and procedures;
- Assists in the formulation of policies and procedures;
- Advises superiors regarding current problems and progress of over all programs;
- Conduct research and recommend improved practices and policies;
- Conduct public relations;
- Keeps abreast of city, state, and other rules, regulations, and policies regarding this department;
- Responsible for preparing a variety of reports;
- Operates office equipment as required.

Necessary Skills and Abilities:

- Knowledge of the geography of the district;

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status or Genetic Information.

JOIN OUR TEAM ROUTER



929 YORK STREET / UTICA, NEW YORK 13502 WWW.UTICASCHOOLS.ORG

- Ability to establish and maintain effective relationships with employees, department heads, and other officials;
- Ability to manipulate dedicated software to plan and schedule bus routing and time schedules;
- Ability to keep and prepare reports;
- Ability to manipulate an alpha-numeric keyboard for the purpose of inputting data;
- Ability to understand oral and written directions;
- Ability to get along well with others; integrity; good judgment; initiative; resourcefulness, tact, and courtesy;
- Physical condition commensurate with the demands of the position.

Minimum Requirements:

- Graduation from High School or the possession of a High School Equivalency Diploma and one (1) year of experience in the routing or scheduling of school buses.

Salary: \$60,000.00

12 Month position

Union Affiliation: Utica Schools Intermediate Supervisors' Unit of Teamsters Local 294

Please submit a letter of interest and résumé to Sara E. Klimek, Chief Human Resources Officer, via email, employment@uticaschools.org, no later than April 30, 2024.

We are an Equal Opportunity Employer which fully and actively supports equal access for all regardless of Race, Color, Weight, National Origin, Ethnic Group, Religion, Religious Practice, Disability, Sexual Orientation, Gender, Age, Veteran Status or Genetic Information.