



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/5/2023

Specialist, Information Systems (Fleet)

Pay Scale: B

Level: 9

FLSA Status: Non-Exempt

Job Family: Transportation

Primary Location: Central Vehicle Maintenance Office

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, and Transportation.

Job Overview

This is technical computer work managing the web-based fleet maintenance software Faster system. An employee in this position acts as the System Administrator for Faster and other databases used by Central Vehicle Maintenance and the Transportation Department. The Information Systems Specialist for Fleet Maintenance provides technical expertise and administrative support to the Fleet Maintenance Supervisor, Fleet Manager and Director of Transportation.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Trains Central Garage staff on use of Fleet MIS and office software applications
- Serves as the system administrator for Fleet MIS and ancillary data storage files
- Develops reports and provides analysis of fleet data for School and County government vehicles
- Develops fleet rotation plans, tracks fleet usage, assists with fleet acquisition and disposal, provides life cycle cost analysis
- Produces and maintains fleet operation and maintenance statistics
- Maintains data integrity for various fleet data sources
- Develops and maintains Central Garage standard operating procedure manual
- Implements and manages new hardware and software initiatives and acts as a liaison between DDI and the Central Garage staff on matters relating to the operation and maintenance of various hardware and software packages

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Associate's Degree in Business Management or related field

Experience

Two (2) years of experience in budget development and data analysis; or any equivalent combination of education, experience, and/or training to demonstrate the standards, concepts and guidelines to perform the responsibilities of the position

Expertise in business software applications and automated fleet management systems

Licenses and Certifications

Knowledge, Skills and Abilities

- Excellent oral and written communication skills
- In-depth management understanding of a fleet maintenance operation

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.