



SOUTHAMPTON COUNTY PUBLIC SCHOOL DIVISION
DEPARTMENT OF HUMAN RESOURCES

Job Title: Logistics Router 1
Location: Central Office
Reports To: Supervisor of Transportation
Salary: Commensurate with Experience

Job Summary

The Logistics Router 1 will develop and assign both regular and special education routes for the most efficient transportation of students.

Qualifications

- High school diploma or equivalent.
- Demonstrate well-developed verbal and written communication skills.
- Proficient in Microsoft Office products, such as Word, Excel, PowerPoint, and Outlook
- Good attendance and punctuality needed.

Essential Duties

- Layout and schedule student transportation routes in accordance with district and state guidelines. Ensure that all additions and changes are consistent with district policies, guidelines and procedures.
- Daily communication with parents, school administrators, bus and car drivers.
- Monitor and Analyze safety, scheduling, attendance, and on-time performance.
- Utilize electronic routing tools to maximize efficiency and quality.
- Maintain various databases.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Focus on Geography, GIS, STEM, or Logistics.
- Team oriented worker that brings enthusiasm, initiative and a problem-solving mindset to work everyday.
- Ability to possess a calm demeanor when dealing with coworkers.
- Possess the ability to work efficiently and patiently under pressure to quickly analyze a situation and provide timely solutions.
- Time management skills with ability to multi-task, prioritize work, and provide exceptional attention to detail.

Terms of Employment:

11 - Months
Exempt

Evaluation:

Performance of this job will be evaluated in accordance with the provisions of Southampton County School Board's policy manual.

To apply electronically please visit <https://www.applitrack.com/southampton/onlineapp/>

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