

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Assistant Transportation Coordinator

Pay Table: Support

Pay Grade: 12

FLSA Status: TBD

Job Code: 723

Reports to: Transportation Director

JOB SUMMARY

Under the direction of the transportation director, the assistant coordinator calculates and enters the payroll for bus drivers, assistants, mechanics and office personnel; schedules time off; and coordinates transportation for special trips.

ESSENTIAL JOB FUNCTIONS

- Coordinates payroll and human resource communication and needs.
- Trains new employees on payroll procedures and computer access.
- Arranging to get Encore access for new employees.
- Compiles, organizes, and prints all spreadsheets and paperwork for bidding each year and for summer ESY runs.
- Calculates drivers' and assistants' daily hours several times per year. Keeps track of changes throughout the year.
- Compiles and oversees all job postings.
- Ensures that all extra trips are turned in with correct information (odometer, passenger, hours), that they are billed fairly and correctly to the schools, and classified correctly for the State Report.
- Coordinates all paperwork and documentation for leaves of absences (medical, workers comp, etc.)
- Ensures that all personnel actions are entered with correct hours and correct benefits.
- Oversees all paperwork and documentation for employees who are retiring or resigning and entering their personnel actions.
- Calculates payroll for bus drivers, bus assistants, mechanics and office personnel.
- Oversees the department calendar system.
- Enters employee days off into the computer and verifies that the records are accurate.
- Enters substitute's information into system to process their payroll.
- Monitors weekly hours to ensure that employees do not work more than authorized hours.

- Prepares state reports on personnel, extra trips, and total running hours.
- Backs up dispatchers on telephone and radio.

MINIMUM REQUIREMENTS

- High school graduation or equivalent education and/or experience.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to use a computer including proficiency in word processing and spreadsheet programs.
- Ability to use small office equipment.
- Knowledge of payroll procedures.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.