

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: TRANSPORTATION OFFICE MANAGER

JOB SUMMARY: The Transportation Office Manager is responsible for managing the transportation office; preparing and processing documents; maintaining files; dispatching drivers through two-way radio; responding to inquiries from district staff and the public.

ESSENTIAL JOB FUNCTIONS:

Manages the transportation office, including organizing and prioritizing work, to ensure smooth operations and optimal customer service.

Responds to inquiries from drivers, parents, district staff and community to provide information, direction or clarification.

Dispatches and contacts drivers through two-way radio to address issues (e.g. emergencies, lost children, discipline, etc.). Assists drivers, as necessary, with other emergencies, i.e. reporting accidents, etc.

Prepares documents and reports (e.g. correspondence, staff payroll, timesheets, leaves, billings, purchase orders, district reports, in-services, etc.) to provide accurate and timely information to transportation department and other district offices and schools.

Inputs data into computer system (e.g. purchase orders, expenditures, field trips, etc.) to provide current and accurate information.

Processes documents (e.g. field trips, billing, district reports, etc.) to provide information to transportation staff, other district staff and/or parents.

Manages invoices, BMO reports, and procurement cards to ensure appropriate use of funds and meet auditing requirements.

Maintains records and files (e.g. driver personnel data, testing information, district information, etc.) to insure current and accurate availability of information.

Reads and interprets maps to provide directions, information and documentation for drivers, district staff, parents, and the public.

Assists with hiring of transportation staff.

Manages field trip scheduling and billing

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent, required.
- Three years secretarial experience in a school setting, preferred.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to

- operate standard office equipment, including computer
- use proper grammar, spelling and English in both oral and written communications
- read and interpret specific rules, laws and contracts, and apply them with good judgment
- perform basic arithmetic functions.

Knowledge of

- word processing, spreadsheet and database software
- general clerical procedures
- basic budget and financial record keeping
- district, state and federal policies and procedures

Ability to

- sit for prolonged periods
- work independently
- direct others
- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- read and interpret maps
- use diplomacy in dealing with district staff, parents, and the public
- establish cooperative working relationships with district staff, parents and the public to enhance the completion of assigned tasks
- communicate effectively with all district staff, parents and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- understand and carry-out oral and written instructions
- upgrade skills necessary to perform work.

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution
- Must demonstrate a sincere interest in representing the District in a positive and professional manner, both in person and by phone
- Must be able to sit, stand, squat, bend and reach; grasp, hold, lift and maneuver a minimum of 20 lbs
- Must be willing to upgrade skills as requested and required

REPORTING RELATIONSHIP: Reports to the Director of Transportation

*April 2000
December 2008
December 2017*