

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Assistant to the Director of Transportation

DEPARTMENT/DIVISION: Transportation Department

POSITION SUMMARY: Under general supervision of the Director of Transportation, the Assistant to the Director of Transportation performs a variety of complex and responsible clerical duties and provides support to the Director and other Transportation Department personnel. This is a twelve month position.

ESSENTIAL FUNCTIONS:

1. Performs a wide variety of clerical work including word processing, data entry, filing and Department recordkeeping.
2. Processes reports, agreements and documents for the Department, including confidential reports, and maintains files.
3. Responds to inquiries via telephone, in person, mail, and e-mail, and answers questions regarding Transportation issues such as field trip requests, District vehicle requests, vehicle repair procedures and bus pass applications.
4. Operates standard office equipment and maintains records required by local, County, State and Federal agencies.
5. Drafts forms used by the Department, and orders forms and office supplies.
6. Contacts parents and/or school sites regarding student discipline problems.
7. Maintains records for bus passes including applications and account balances.
8. Maintains and updates the Transportation Department web page.
9. Types/prepares letters, reports, memoranda, bulletins or other material from oral direction, rough draft, or notes.
10. Uses District software to prepare materials for training, presentations, and other communications.
11. May receive, sort and distribute incoming and outgoing mail.
12. Records monthly absence reports for submission to Payroll and maintains records regarding Department employees' attendance.
13. Facilitates communication between bus drivers and the Director of Transportation in the absence of the Director and the Driver Trainer/Dispatcher, including the operation of two-way radio equipment.
14. Collaborates with other departments when necessary to review staffing needs and employee scheduling.
15. On occasion, may drive a District vehicle and transport students, or function as Dispatcher as needed.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. Must pass District required pre-employment exam. High school diploma or equivalent required. Must possess a valid California Driver's license. Two years of increasingly responsible office experience required, preferably in a school setting.

SKILLS AND QUALIFICATIONS:

1. Knowledge of the elements of correct English usage, grammar, spelling, punctuation, vocabulary and possess basic math skills.
2. Knowledge of District computer programs used for word processing and record keeping, or other software specific to the Transportation Department.
3. Ability to operate standard office equipment.
4. Knowledge of office methods and procedures, including letter and report writing, filing systems, and effective customer service.
5. Ability to type at a speed of 50 words a minute from clear copy.
6. Ability to perform clerical work of moderate difficulty without close supervision and demonstrate strong organizational skills.
7. Knowledge of local regulations regarding hazardous waste reporting.
8. Ability to interpret and apply District policies, and knowledge of local, State and Federal regulations related to the Transportation Department.
9. Ability to analyze situations accurately and adopt effective courses of action.
10. Ability to operate a two-way radio and dispatch appropriately when necessary.
11. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be able/have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment for extended periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone with or without hearing aids.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Reach overhead, grasp, push/pull up to 25 pounds for short distances.
9. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff, students, parents, and the public. In addition, the Transportation Assistant may occasionally perform duties and responsibilities that occur outside school buildings and facilities at other school related activities and events, and may be exposed to gas, diesel vapors, vehicle exhaust and other chemicals.

Salary Range: 35

Board Approved: TUSD 8/25/2009

Revised: TUSD June 10, 2014