

**Assistant Director Transportation
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Transportation

TITLE: Assistant Director

QUALIFICATIONS:

1. Bachelor's degree in business, transportation analysis, or related field.
2. Six years of administrative experience, at least two at the supervisory level.
3. Valid North Carolina driver's license.

REPORTS TO: Director of Transportation

JOB GOAL: To assist the Director of Transportation in managing, directing, and coordinating safe, efficient, and economical operation of the school and activity bus transportation system.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follows all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Provides daily leadership and works with staff to ensure high performance, a customer-oriented work environment that supports achieving the organization's mission, objectives and values regarding team building and employee empowerment; applies improvement and quality management principles to assigned areas of responsibility.
3. Coordinates the preparation of annual state reporting forms including the TD-1, TD 2R, etc.
4. Coordinates the hiring process for drivers and bus aides including licensing requirements.
5. Coordinates transportation studies relating to school consolidation or improvement of existing transportation services.
6. Communicates with the Department of Transportation on roads, bridges and signs.

7. Oversees the day-to-day division operations including the supervision of Division Supervisors.
8. Participates in long-term planning to assess the department's future purchasing needs; prepares operating budget and makes recommendations; authorizes the purchase of materials, tools, equipment, and supplies; monitors work activities and expenditures to control costs.
9. Makes recommendations regarding hazardous road conditions.
10. Investigates and reports accidents and serves as the head of the Safety Review Board.
11. Performs related duties and responsibilities as requested by Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA III

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates knowledge of and experience in developing employee standardized procedures.
- Ability to supervise large numbers of employees.
- Demonstrates functional knowledge of financial planning, budget preparation, and generally accepted accounting principles.
- Demonstrates knowledge of and experience in governmental accounting.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.