

POSITION TITLE: Transportation Management Specialist

QUALIFICATIONS: High school diploma or its equivalency with two years of experience in automated transportation management required. Must have good knowledge and understanding of transportation policies, practices and procedures, as well as office procedures and equipment. Excellent interpersonal, communications, customer service and organizational skills are essential. Ability to exercise tact, good judgment and demonstrate initiative in the completion of assignments. Possess a willingness and ability to adjust to change and learn new tasks and responsibilities. Must have the ability to work independently with minimum supervision and able to work in a cooperative and collaborative manner with all employees, school administration, business and community representatives. Must be able to work under pressure and meet multiple deadlines. Efficient in the use of Microsoft Word and Excel applications, Internet, and E-mail applications preferred.

PERFORMANCE EXPECTATIONS: Responsible for the scheduling, implementation, and billing of all auxiliary trips submitted by schools and agencies, to include but not limited to field trips, workshops, activities and athletics. Works closely with schools, departments and outside agencies to determine cost estimates, transportation requirements, special equipment and time restraints. Submits weekly trip schedule to supervisors for driver assignments. Coordinates with supervisors to ensure that all daily assignments are covered. Reviews all trip requests and driver trip tickets for accuracy. Ensures proper coding for internal billing and proper contacts for external billing. Accesses online accounting data for verification of funds. Processes invoices, payments and reconciliation reports in a timely manner. Maintains historical data and creates reports as necessary. Manages the automated database and performs analysis and problem resolutions. Performs related work as assigned

GENERAL DEFINITION AND CONDITIONS OF WORK: Handles the process of all auxiliary trips submitted by schools and agencies. Work requires sitting, walking, light lifting of office items up to 10 pounds, fingering and repetitive motions, and ability to walk stairs. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word level, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

REPORTS TO: Director of Transportation or Designee

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 115

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt