

POSITION TITLE: Operations Assistant - Transportation

QUALIFICATIONS: High school diploma or its equivalency, plus four years of office associate experience. Associate degree in office administration/system, transportation management, logistics or a related area preferred. Work experience in a transportation office for a large urban public school system is highly desirable. Ability to effectively communicate with and work cooperatively and collaboratively with co-workers, department and school staff, vendors and the general public. General knowledge of business office procedures, accounting, and transportation logistics required. Ability to work under pressure and effectively plan, organize, and coordinate work, both independently and as a team leader. Superior organizational skills required. Ability to perform basic mathematical calculations; excellence in business English, grammar, spelling, and punctuation; ability to communicate clearly and concisely, both orally and in writing. Must be adaptable to changing priorities, can effectively complete multiple assignments simultaneously. Excellent customer service and public relations skills required. Experience with windows-based computers and with Microsoft Office Excel, and Word software applications required. Must be able to demonstrate proficiency with Microsoft Word software applications required. Must be able to demonstrate proficiency with Microsoft Word by achieving a passing score on the Microsoft Word Examination.

PERFORMANCE EXPECTATIONS: Informs and advises the department and school staff, vendors, and others on fleet management and transportation logistics policies and procedures. Processes all new school board vehicles, including school buses, by completing all Division of Motor Vehicles records, fuel cards, and all other required paperwork. Will maintain accurate inventory records for all vehicles and processes all surplus vehicles for turn-in and or/disposal. Schedules vehicles for special assignments using the auxiliary vehicle pool. City Hall's motor pool or outside agencies. Issues preventative maintenance schedules for all vehicles and processes manufactures recalls. Orders and maintain accountability for all fuel cards and Smart Tag transponders for RMA expressway use. Interface daily with vendors maintaining the vendor file, serving as a liaison in all matters relating to payments, shipment, discrepancies and other inquiries. Processes 95% of all department invoices, verifying the accuracy of all invoices and adding the appropriate budget codes and purchase orders numbers. Develops and maintains monthly and annual financial reports for vehicle maintenance and monitors expenditures. Orders and monitors the stock levels of all supplies for the department. Submits a request for service work orders and monitors the status of the request. Generates 98% of all purchase orders to include vendor contracts, office supplies, computer equipment and vehicle inventory more than one million dollars. Process all surplus/transfer materials and equipment for four separate work locations. Performs other related duties as assigned.

GENERAL DEFINITION AND PHYSICAL CONDITIONS OF WORK: Performs clerical work in an office setting. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Director of Transportation

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 116

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Non-exempt