

## ADMINISTRATIVE ASSISTANT III - SHOP

Classification: Transportation Location: Transportation

Reports to Director of Transportation FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### Part I: Position Summary:

This position provides secretarial and office management support for the mechanic staff/shop of the Transportation Department of the school district. Roles include but are not limited to serving as shop secretary, transportation fleet fiscal clerk, bus driver, and back up dispatcher, as well as other office support positions. Responsibilities include secretarial support, department budget, purchasing, fuel reporting, and fleet licensing and registration.

### Part II: Supervision and Controls over the Work:

Works under the supervision of the Director of Transportation. Work is controlled and/or guided by state statute and state administrative code, professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

### Part III: Major Duties and Responsibilities:

1. Fuel Reporting. Responsible for entering all fuel transactions, continual monitoring and preparing reports for the district's overall fuel usage to ODE and ODOT two times per year. Prepare fuel reports for the department's annual report and submission to the state for fuel reimbursement funds. Accuracy of fuel records files is connected to district reimbursement dollars. Responsible for fuel tank inspection and transactions for DEQ reporting.
2. Purchasing. Responsible for maintaining an accurate inventory of shop equipment. Validate inventory on file and resolve all discrepancies. Establish systems and procedures to track purchases, deliveries, and payment to vendors. Create new systems as needed for efficiency and effectiveness. Review and verify purchase order and vendor information; verify budget codes; track contracts and cost; work with vendors and customers to resolve problems and disputes; enter all inventory items into purchase order tracking database; enter all purchase requisitions and work with district personnel on all tasks related to contracts.

3. Records and Files. Establishes, maintains, distributes, and archives fleet and shop office records consistent with state and district policies and procedures. Retrieves records when necessary. Coordinates with Transportation administrators to prepare records in response to public and other appropriate records requests. Maintains online data and records as required by the state for vehicle maintenance. Takes the initiative to implement and/or develop and maintain necessary forms to respond to the needs of the office.
4. Fleet Registration and Licensing. Responsible for registration and licensing of all transportation vehicles with DMV and ODOT. Responsible for ensuring buses are in compliance with student transport under ODE.
5. Secretarial Support. Provides secretarial support to assigned administrator and mechanic staff. Prepares, develops, and maintains documents, data, and information in direct support of the functions, responsibilities, and staff of the office. Includes supporting materials, reports, records, background information, files, and records of subject matter material.
6. Office Inventory. Maintains office inventory records and supply orders, prepares requisitions, checks in supplies and materials, and arranges for purchase order payment. Collects, assembles, and maintains documentation on office production and workload data as required. Tracks individual mechanic tool allowances, and provides quarterly reports for mechanics.
7. Dispatch Backup. Trained to backup dispatchers, to include use of radios, GPS system, and transportation routing system. Must understand student routes and information, in order to substitute for a dispatcher. Attend all dispatch meetings, in order to know pertinent information for the position. Responsible for handing out keys to bus drivers while recognizing if someone is not able and safe to drive, and subbing drivers in different buses when needs arise. Responsible for following protocols for medical emergencies and accidents. Must be trained in reasonable suspicion.
8. Route Driver. Able to drive all bus types and maintain CDL. Navigate and drive unfamiliar routes on a daily basis at a moment's notice. Provide student management and support. Provide support for children with special needs, to include medical and behavioral needs.

Performs other duties as assigned.

#### **Part IV: Minimum Qualifications:**

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Two years of post-high school education preferably leading to an associate degree. At the discretion of the District, highly related and comparable experience in excess of that

required below may be substituted for all or part of the two years of college/university education.

- Five (5) years of progressively responsible office experience involving independence of action and decision-making responsibilities.
- Must possess a keen attention to detail and have the ability to review records for accuracy, errors, and inconsistencies.
- Must possess advanced secretarial, administrative, and clerical skills including typing and filing, and must possess knowledge of basic office equipment and technology, keyboarding skills of at least 40 words per minute, and skill in the use of office software for documents, spreadsheets, presentations, and, as appropriate, data bases.
- Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members, personally, telephonically, and through electronic communications in a warm and confident manner.
- Initiative and ability to work with minimal direction; sound judgment and decision-making capabilities are essential.
- Ability to maintain confidentiality in all matters.
- Possess a Commercial Driver's License and possess a safe driving record.
- Possess a State School Bus Driver's Certificate and appropriate licensing endorsement, to include attending required eight hours of annual training.
- Knowledge of laws, codes, rules, policies and regulations relating to pupil transportation.
- Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
- Ability to make decisions and operate efficiently under pressure within short time constraints.
- Ability to multitask, organize work, set priorities, and meet deadlines.
- Ability to read and interpret area and street maps.

**Part V: Desired Qualifications:**

- Bilingual and bicultural skills.

**Part VI: Physical and Environmental Requirements of the Position:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Employee may be required to interact with clients, customers, and staff who are emotionally upset, angry, or distraught. In such interactions, employee must be able to maintain control, decorum, and professionalism.
- Employee must successfully pass department DOT physical agility test as required (frequency varies: biannual, annual, or biennial).
- The employee is subject to random drug testing.