



PENNCREST

EMPOWERING LIFE-LONG LEARNERS

Position Title: Senior Secretary to the Director of Facilities and Transportation
Classification: Support Professional Act 93 (Confidential) (12 month)
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Reports To: Director of Facilities and Transportation

Minimum Qualifications:

High School Diploma post-secondary education preferred. Proficiency in business secretarial skills such as positive interaction with staff and community, and other personnel, computer skills, phone etiquette, confidentiality, problem solving, managing calendars, contracts and electronic filing and office management. Current Act 33, 34, 114 and 126 clearances required and completion of PDE 6004 and Act 168, if applicable.

Essential Job Functions:

1. Process requests for transportation for school sanctioned trips and athletic/band schedules. Schedule and assign all vehicles for trips.
2. Route and schedule all special transportation including extended school year classes in the summer.
3. Act as bus driver dispatcher as the main contact between contractors and the central office.
4. Implement procedures for emergency evacuations or closings.
5. Distribute fuel cards, and track fuel usage for all transportation vehicles, including contracted.
6. Document all required information regarding the contracted drivers for the auditors.
7. Input all transportation data into the transportation computer system.
8. Compile cost of trips by department including athletics.
9. Answer inquiries pertaining to the border line of the school district and attendance area.
10. Prepare invoice for building or organizations for reimbursement to the school district for transportation, use of building and custodial charges during use of facilities.
11. Prepare purchase orders for all areas of transportation department, general maintenance, capital improvement fund, and building projects.
12. Process all facility use forms and necessary insurance documentation for approval.
13. Supply Bus Conduct, School Sanctioned Trip Requests, Athletic/Band Schedules, School Bus Passes, Waiting Shelter Requests, Audit Reports, District maps, Facility Use Forms, Requisitions for Maintenance/Custodial Supplies.
14. Operate visitor management system school website, student management system, financial software, Microsoft Office Suite, Google Suite and similar electronic and computer applications and programs.
15. Perform all other job-related tasks as directed by the immediate supervisor.