

Job Description

TITLE: Assistant Transportation Coordinator

QUALIFICATIONS: NJ Student Transportation Supervisor Certificate

RESPONSIBLE TO: Transportation Coordinator

TERMS OF EMPLOYMENT: 12 Months

Scope of Position:

The Assistant Transportation Coordinator is responsible for supporting the Transportation Coordinator in the safe, efficient, and effective operation of a high-volume countywide pupil transportation department.

Qualifications:

1. Earned Bachelor's Degree from a regionally accredited college or university.
2. New Jersey School Transportation Supervisor's Certificate.
3. Minimum of three to five years of exemplary experience in a related position.
4. Highly effective communication (oral & written), organizational, and interpersonal skills needed to work successfully with staff, families, district personnel, and contractors.

RESPONSIBILITIES:

1. Accept flexible hours as established by the Coordinator to cover the Transportation Office from 8:00 a.m. - 4:30 p.m. but within limits established by Commission Policy.
2. Review and become familiar with the operation and use of all computer software used in the Transportation Department.
3. Work effectively in providing assistance to all staff involved in using the transportation database.
4. Demonstrate enthusiasm and resourcefulness in providing instruction to staff and administration regarding transportation procedures, policies, and daily operations.
5. Work with the Coordinator in utilizing technology to streamline Transportation Office procedures.
6. Work in conjunction with the Coordinator on aspects of the transportation department's functions. When authorized, act on the Coordinator's behalf with outside vendors, contractors, state regulators, the Office of Criminal History Review, and any other agencies that have contact with the department.
7. Coordinate with contractors on information necessary to maintain accurate and up-to-date files as required by the Standard Specifications for Union County Coordinated Special Education, Vocational, Public, and Nonpublic Transportation
8. Bidding
 - a. Place bid advertisements.
 - b. Distribute to contractors bid forms and bid documents.
 - c. Prepare documents for contractors.
 - d. Prepare materials for the day of the bid.
 - e. Verify bid information provided by contractors, i.e., bid checks, bid bonds, etc.
9. Perform supplementary clerical duties as needed.
10. Assist the Coordinator in preparing the monthly Board Meeting agenda.

11. Assist the Coordinator in obtaining and awarding quotations for unanticipated transportation services.
12. Perform the duties of the Transportation Coordinator in the case of his/her absence for any length of time under the general supervision of the School Business Administrator/Board Secretary.
13. Become familiar with and proficient in the use of all office equipment needed to effectively and efficiently conduct the operation of the Transportation Office.
14. Have knowledge of and adhere to all policies, rules, and regulations of the Commission.
15. Consistently use good judgment regarding the confidentiality of records and confidences of staff, parents, and children.
16. Perform all other duties as assigned.

Board Approved: