

OZARK R-VI SCHOOLS  
JOB DESCRIPTION

**TITLE: ADMINISTRATIVE ASSISTANT -TRANSPORTATION**

**QUALIFICATIONS:**

1. Excellent communication skills; ability to serve public effectively
2. Knowledge of office practices and procedures.
3. Familiar with district policies and procedures
4. Computer knowledge, proficient in Microsoft Office, Adobe Acrobat and Google Docs
5. Ability to learn new skills and train others
6. Excellent organizational skills; mature judgment
7. Ability to effectively work with all school personnel and parents
8. High school diploma supplemented by a minimum one year secretarial experience OR- any equivalent combination of education and experience
9. Knowledge of Transportation recordkeeping per state requirements

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To perform general secretarial duties for the Transportation Department; to serve in a public relations role for the District by greeting and assigning visitors; to serve as an administrative support person to the Director of Transportation.

**PERFORMANCE RESPONSIBILITIES:**

1. Compose/prepare correspondence, reports, memos, etc. process/distribute mail and faxes informing the appropriate Director of items needing attention.
2. Answers and screens incoming telephone calls; determines the purpose of the call and provides information directly or refers calls to proper person or office; has familiarity with school policies/procedures and contacts within the school system. .
3. Sets up and maintains various filing systems such as purchase orders, payroll data for staff, attendance records for staff, substitute driver records, policies and procedures including all personnel files.
4. Assists in ordering and maintaining supplies for the building.
5. Assists in dispatching on an as needed basis.
6. Performs other duties as required or directed by immediate supervisor

**PHYSICAL DEMANDS:** Must be able to sit for long periods of time. Lifting up to 10 lbs. May require some walking.

**TERMS OF EMPLOYMENT:** 12 months

**TYPE OF POSITION:** Non-exempt

**EVALUATION:** Evaluated annually by Director of Transportation

**APPROVED BY SCHOOL BOARD:** February 21, 2019