BUTLER COUNTY SCHOOLS

TRANSPORTATION DEPARTMENT SECRETARY

JOB DESCRIPTION

QUALIFICATIONS:

(1) High school diploma or equivalent.
(2) Minimum of two (2) years clerical experience.
(3) Post-secondary training in secretarial and accounting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles and practices of office administration and the ability to apply this knowledge to work situations. Ability to prepare complete and accurate records and reports. Ability to assemble and organize data and to prepare reports from such records. Ability to express oneself clearly and concisely, orally and in writing. Knowledge of computers and their operation and ability to use designated software required.

REPORTS TO:

Transportation Supervisor

JOB GOAL

To maintain transportation records accurately and thoroughly and ensure the orderly operation of the Transportation Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of secretarial/clerical duties to support supervisory and administrative personnel in handling daily activities.
2. Receive and route telephone calls, answer routine questions, greet visitors, ascertain nature of business and direct visitors to appropriate persons.
3. Assist bus drivers, maintenance department personnel, and parents with needs as deemed necessary
4. Organize and arrange for flow of information from office to schools, bus drivers, and Central Office in an orderly and timely fashion
5. Prepare all required reports and maintain all appropriate records.
6. Compose routine correspondence, type correspondence, memoranda, reports, manuscripts and other materials. Maintain an alphabetical, numerical or simple subject matter filing system.
7. Maintain data, statistics, and other information and prepare reports as required.
8. Maintain bus driver and mechanic records as required.
9. Perform office routines and practices as assigned.
10. Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
11. Follow attendance, punctuality and proper dress rules.
12. Maintain confidentiality regarding school/workplace matters.
13. Model and maintain high ethical standards.
14. Demonstrate initiative in the performance of assigned responsibilities.

15. Maintain expertise in assigned area.
16. Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
17. Keep supervisor informed of potential problems or unusual events.
18. Respond to inquiries and concerns in a timely manner.
19. Exhibit interpersonal skills to work as an effective team member.
20. Demonstrate support for the school system and its goals and priorities.
21. Demonstrate initiative in identifying potential problems or opportunities for improvement.
22. May be required to work beyond the 40-hour week.
23. Perform other tasks consistent with the goals and objectives of this position.
24. Secure substitute bus drivers as needed/directed by Transportation Supervisor
25. Assist with other Central Office clerical duties as assigned

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan. Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.