

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Secretary to Director of Transportation
Date Prepared or Last Modified: December 7, 2021
Work Year: 12 months
Department: Transportation
Reports to: Transportation Supervisor

SUMMARY: Collaborate with the Director to coordinate, organize and manage his/her daily activities, the effective operation of the office, payroll preparation for 125+ employees and the daily activities of the Transportation Department. Acts as a liaison for accounts payable and provides support to the Transportation Director assisting with monitoring the Department budget. Serve as the public relations liaison between the Director/school and administrators, staff, students, parents, public and community.

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ESSENTIAL DUTIES AND RESPONSIBILITIES

D 30% Manage, proof, monitor, verify, prepare, and maintain classified employees' payroll for 125+ staff including supplemental pay forms and leave requests. Initiate action, exercise judgement, assist in the management or provide direction/training to staff who submit payroll. Confer regularly with the Director of Transportation on confidential matters of concern and internal personnel issues.

D 10% Support and back up other Transportation department functions including; Dispatch/Schedulers and Routers.

W 5% . Coordinate the organization and details of all Transportation meetings to include guest invitations, location logistics, and refreshments/meals. Create Agendas for in-service and other meetings. Monitor and purchase office supplies throughout the year.

D 20% Provide administrative support to the Director of Transportation, including composing and typing letters, Blackboard memos and reports; coordinating and maintaining calendar, distributing mail. Manage registration and travel arrangements when necessary for conferences the Director may need to attend.

W 10% Review budget, allocate code amounts within budget; processes payments including electronic purchasing card program. Allocate payments via purchasing cards software and verify payments made by Technicians. Serves as Purchase card liaison and oversees all department purchase card use and Petty Cash. Keeps the Director informed of the budget status.

M 5% Prepare accounts payables and receivables, monitor and assign fuel cards for district employees. Responsible for billing Charter schools and Foster Billing.

M 10%. Coordinate hiring process for Department employees including scheduling of committee members and candidates; preparation of interview packets, completion of paperwork for hiring recommendation via District's hiring database and notification to applicants when a candidate is hired.

W 5% Provide confidential support for activities such as committee staff evaluation and discipline and legal communications. Responsible for submitting work orders through Freshworks and responsible for ordering all computers yearly and keeping records.

D 5% Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High School diploma or equivalent. Preference to an Associate's Degree or higher.

EXPERIENCE: School Transportation or secretarial office experience.

SKILLS, KNOWLEDGE, & EQUIPMENT: Must be able to work independently and as a member of a team. Must have strong client service skills. Advanced oral and written communication skills as well as critical thinking and decision making skills. Basic math and accounting; personal computer, keyboarding and word processing; Must have excellent customer service, public relations, and organizational skills. Manage multiple priorities; manage multiple tasks with frequent interruptions; and the ability to diffuse and manage volatile and stressful situations. Intermediate to advanced knowledge of Microsoft Office is required for hire. Prefer someone with knowledge of and ability to use Infinite Campus (training is available within district). Bi-literate (Spanish) preferred, but not required.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid Colorado driver's license required for hire. CDE small vehicle certificate and DOT physical required 3 months from hire date. CPR and First Aid required 3 months from hire date.

SUPERVISION/TECHNICAL RESPONSIBILITY: This position provides leadership and assistance to the Transportation office.

The physical demands, work environment factors, and mental functions described below 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 these essential functions.

JUDGMENT AND DECISION: Work is self-directed, with special projects occasionally assigned by Transportation Director. Process accounting/payments, etc. Occasionally confers with Fleet Manager, Transportation Director and Supervisors.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand and walk. The employee is frequently required to use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee is occasionally required to lift and/or move up to 25. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: While in this position the employee can be regularly exposed to fumes or airborne particles. Occasional work in wet or humid conditions (non-weather); work near moving mechanical parts; and be exposed to toxic or caustic chemicals. The level of noise that is typical in the work environment for this job is moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to copy and instruct. Frequently required to compare, analyze, communicate, coordinate, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.