

**TITLE:** TRANSPORTATION SECRETARY

**QUALIFICATIONS:**

1. A minimum of a high school diploma or equivalent.
2. Office management with clerical skills.
3. Knowledge of accounting procedures
4. Personable, courteous and friendly with people.

**REPORTS TO:** Transportation Director

**JOB GOAL:** To provide the necessary clerical responsibilities required for the administration of the school district to assure the smooth, efficient operation of the transportation office.

**PERFORMANCE RESPONSIBILITIES:**

1. Demonstrates appropriate voice quality, greeting procedures, and effective routing techniques.
2. Demonstrates effective listening skills.
3. Communicates effectively with staff and general public in order to provide information and assistance while maintaining the confidentiality associated with the position.
4. Is dependable and self-motivated.
5. Maintains accurate and efficient records of all necessary transportation reports.
6. Types up all trip requests.
7. Assists with ordering and record keeping of supplies, when required. Assists with the tracking of documents between vendors and the Business Office.
8. Performs functions assigned by the Transportation Director in an effective and timely manner.

**TERMS OF EMPLOYMENT:** 12 month year. Salary to be determined by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provision of the Board's policy on evaluation of support staff.

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Head Mechanic)

Signed:\_\_\_\_\_ Date:\_\_\_\_\_  
(Transportation Director)