

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Transportation Secretary**

Reports To: **Trans. Director and/or Superintendent**

Pay/Pay Range: **\$17.25/hour**

FLSA Status: **Non Exempt**

Pay Schedule: **Bi-weekly over 26 pays**

Work Schedule: **8 hrs/day**

Prepared/Revised Date: **February 6, 2023**

Work Year: **259-261 or 174 Days**

SUMMARY: The Transportation Department Secretary assists and improves the smooth and efficient operation of the Transportation Department by executing administrative tasks to the highest quality standards which further the District's mission and vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. The frequency and percentage of time of duties may vary.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|-----------|-------------|
| 1. Communicate professionally on behalf of Minooka 201 with outside vendors, parents, employees, and all other stakeholders. ➤ Answer, screen and forward incoming communications (phone, email, in-person) to the appropriate party while also providing accurate information and independently addressing the communication, when appropriate. | D | 70 |
| 2. Receive, sort and distribute daily mail/deliveries | D | 2 |
| 3. Order office supplies, keep inventory of stock, keep updated records of office expenses and costs, and ensure that the reception area is presentable, with all necessary stationery, material, supplies, etc. | D | 2 |
| 4. Manage Minooka 201 transportation accounts and billing including but not limited to purchase orders, procurement cards and statement reconciliations. | D | 2 |
| 5. Coordinate clerical requirements for the Transportation Director, including such duties as filing, photocopying, transcribing and faxing while also assisting other Minooka 201 transportation office employees with secretarial tasks when necessary. | D | 2 |
| 6. Maintain accurate Minooka 201 student transportation files and establish and maintain a filing system for all Minooka 201 transportation information. | D | 2 |
| 7. Create and manage the Minooka 201 employee bi-weekly payroll including accurate and current Minooka 201 transportation employees' attendance information. | D | 5 |
| 8. Assist with dispatch and the daily operation of all Minooka 201 buses. | D | 10 |
| 10. Manage bus video system for Minooka 201, including the manual removal of data storage devices from buses as well as the review of video footage and delivery of that footage to administrators to aide in student management and bus safety. | D | 2 |
| 11. Create a system to monitor and evaluate employees' certifications to ensure the certifications remain current and active while also developing a communication strategy to notify both the Transportation Director and the impacted employee prior to the expiration of any certifications. | D | 2 |
| 12. Perform such other tasks as may be assigned by the Transportation Director and/or Superintendent. | D | 1 |
| TOTAL = | | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or GED
- Associate Degree in Secretarial Science preferred
- Minimum of 1 year of secretarial experience (supporting education, preferred)

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills (Verbal and written)
- Effective typing skills
- Solid computer skills in a variety of platforms/programs necessary for the completion of all job responsibilities
- Ability to solve problems independently or work cooperatively in a team
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Professional attitude and appearance
- Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | |
|--------------------|---|
| Reports to: | POSITION TITLE |
| | Transportation Director and/or Superintendent |

| Direct reports: | POSITION TITLE | # of EMPLOYEES |
|------------------------|-----------------------|-----------------------|
| | None | 0 |

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

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