

# LYON COUNTY SCHOOL DISTRICT

## Administrative Secretary to Transportation

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**Job Group:** Clerical

**Classification:** Classified

**Terms of Employment:** Pay Grade 25 on the Classified Salary Structure (12 month, 8 hours/day)

**FLSA Status:** NON-EXEMPT

**POSITION SUMMARY:** The Administrative Secretary for Transportation oversees purchasing and variety of duties related to the ordering, receiving, storing, and accounting of motor vehicle parts, equipment and supplies, of parts required to maintain and repair district vehicles under the direction of the transportation supervisor. The Administrative Secretary for Transportation will also be responsible for keeping vendor pay bill accounts current and maintaining files necessary to effectively monitor statuses of district vehicles.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintain inventory of parts and equipment for district vehicles across all transportation shops. Order additional parts when needed.
2. Enter parts and maintenance data in computer programming system.
3. Maintains parts room stocked with most needed vehicle parts, equipment, and supplies, and orders special items as needed.
4. Maintains efficient storage methods including the allocation of proper bins or storage places.
5. Stock and retrieve parts and distribute to area shops as necessary
6. Communicate with various parts and equipment vendors, resolve order and billing questions.
7. Prepare reports on a timely basis
8. Maintain maintenance logs of vehicles, and schedule appointments for routine maintenance both internally and externally.
9. Work with vehicle mechanics to schedule major repairs with outside vendors. Coordinate vehicle out-of-service time to minimize impact on District functions.
10. Processes work orders, data entry, of outside services to maintain vehicle history.
11. Maintain inventory list of all vehicles owned by LCSD.
12. Maintain district vehicle mileage workbook and present quarterly to Transportation Supervisor.
13. Ensure proper paperwork for licensing, titling and ensuring vehicles has been completed.
14. Work with Transportation Facilitator to prepare annual bids for fuel, tires and parts. Send bid packets to previous bidders. Participate in bid opening and submit winning bids to the Executive Director of Operations for Board of Trustees approval.
15. Monitors status of back ordered parts and equipment.
16. Assist Lead Mechanic and Transportation Supervisor with research and purchase of new vehicles.
17. Maintain a log of all fleet fuel cards for the department and order new cards when needed.
18. Supports the goals and objectives of the school district and follows all district policies.
19. Performs all other duties as assigned.

### **POSITION EXPECTATIONS:**

#### **Knowledge of:**

1. Good organization and filing systems so information can be quickly located and status determined.
2. Basic computer applications, especially spreadsheets and word processing.
3. Knowledge of storeroom/ bus garage atmosphere, methods and procedures, inventory record keeping and control methods and procedures.
4. Purchase and requisition procedures.
5. Demonstrate ability to effectively communicate with district employees and general public.

**Ability to:**

1. Enter data quickly and accurately with excellent keyboarding and 10-key skills.
2. Effectively communicate with employees and others in a clear, concise and professional manner.
3. Ability to follow instructions and work without close supervision.
4. Efficiently operate office equipment including a computer, copier, scanner and fax.
5. Perform strenuous manual labor, such as moving heavy materials.
6. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
7. Regular and consistent punctuality and attendance are essential functions of the job.

**POSITION REQUIREMENTS:**

**Education and Training:**

1. High School Diploma or equivalent.

**Licenses and Certifications:**

1. A valid Nevada driver's license is required at the time of appointment.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:** Position functions primarily within an office which is joined to the bus garage. The majority of work will be performed sitting at a computer for prolonged periods of time. Exposure to office settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from low to moderate for frequent time periods. Moderate walking, standing, climbing, stooping, bending, kneeling, and reaching: heavy lifting and carrying upstairs. Ability to operate light truck. Work around moving objects or vehicles.

**Hazards:** Stress, anxiety and office equipment (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting			X	
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting		X		
Crawling	X			

Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				X
50 Pounds or 1/3 Bodyweight		X		
Pushing	X			
Pulling	X			
Grasping/ Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone			X	
Operating Machinery or Equipment:	X			
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises				X
Heights			X	
Confined Spaces			X	
Heat Stress			X	
Cold Stress			X	
UV Exposure		X		
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				X
Visually Demanding Work			X	
Near Vision			X	
Far Vision			X	
Depth Perception			X	
Basic Color Discrimination			X	
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

### Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_