

CLASSIFIED JOB DESCRIPTION

TRANSPORTATION SPECIALIST

JOB SUMMARY:

Under general supervision from the Fleet Maintenance Manager, performs a wide variety of complex administrative duties requiring specialized knowledge of transportation policies and fleet maintenance procedures. Performs accounting procedures and maintenance of financial records for the Transportation Department. Committed to teamwork and collaboration to provide maximum services for pupils, staff, and community. Performs other related work as required.

ESSENTIAL JOB FUNCTIONS:

- Composes, types, and distributes forms, memorandums, letters, and schedules.
- Conducts transactions with staff, public, and parents regarding school policies and rules.
- Understands and carries out oral and written communication.
- Prepares documents, pupil information, reports, and supply requisitions.
- Calculates and maintains field trip reports.
- Prepares billing invoices.
- Processes purchase orders, stock, and nonstock requisitions.
- Provides statistical data and reports on fuel usage.
- Monitors and renews state, federal, and other applicable licenses.
- Communicates busing information and transportation policies to parents and staff.
- Schedules appointments and meetings.
- Calculates, records, and maintains bus mileage and fuel usage.
- Operates computer, Pentamation, fax machine, copier, other office equipment, and two-way radio.
- Establishes rapport and support system with staff, community, and parents.
- Maintains office files.
- Assists with dispatch operations.
- May assist with time keeping and payroll duties.
- May assist in the coordination of hazardous waste programs.
- Performs related work as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- Evidence of successful experience working with maintenance, financial, or statistical records and systems.
- Ability to plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type at a speed of 45 words per minute; make mathematical calculations with speed and accuracy; operate a variety of office machines including computers; communicate and interact effectively and professionally under pressure; apply interpersonal skills which reflect patience, tact, and courtesy; and maintain cooperative and effective relationships with those contacted in the course of work.

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- Knowledge of modern office practices, procedures, and preparation of various forms of correspondence, filing, and general office equipment operation; and correct English usage, spelling, and punctuation.
- High school diploma or GED required. Preferably, supplemented by courses in typing, office procedures, bookkeeping, and accounting systems.

Classified Salary Schedule: Range 30
BOARD APPROVED: 11/14/00
REVISION DATES: 11/16/04
11/15/17
10/14/20
07/18/23
08/09/2023