

**Union County Educational Services Commission
Job Description**

Job Title: Assistant Transportation Coordinator/Accountant

Reports To: Transportation Coordinator
Business Administrator

Terms of Employment: Full-Time, 12-Month

Scope of Position:

The Assistant Transportation Coordinator is responsible for supporting the Transportation Coordinator in the safe, efficient, and effective operation of a high-volume countywide pupil transportation department.

Qualifications:

1. Preferred Bachelor's Degree from a regionally accredited college or university.
2. New Jersey School Transportation Supervisors Certificate preferred.
3. Minimum of three to five years of exemplary experience in a related position.
4. Highly effective communication (oral & written), organizational, and interpersonal skills needed to work successfully with staff, families, district personnel, and contractors.

Responsibilities:

1. Assume the duties of the Transportation Coordinator in the event of absence, for any length of time, under the general supervision of the School Business Administrator.
2. Review and become familiar with the operation and application of all computer software used in the Transportation Department.
3. Maintain the transportation database, which includes input and verification of the accuracy of data, data analysis, and data reporting.
4. Assist the Coordinator in ensuring contractor and district bus staff compliance with N.J.S.A.18A:39-19.2 Driver and Aide Training – Transporting Students with Disabilities. (Statute Eff. 9/2016)
5. Assist the coordinator with annual bidding. Check bids for accuracy and compliance with local and state guidelines.
6. Responsible for revenue calculation. Distribute to districts, contractors, and Business Administrators for budget purposes.

7. Assist in the timely response to emergency situations in district schools by coordinating early dismissals, delayed openings, evacuations, and any other incident or weather-related schedule changes.
8. Assist in supervising staff with interactions involving parents, districts, and contractors.
9. Set up and fill field trips for districts.
10. Prepares requisitions and purchase orders for contractors.
11. Runs and distributes annualized billing reports for districts to aid districts in budgeting.
12. Prepares monthly invoices in Edumet to distribute to the district, together with billing reports from Magic.
13. Prepare and submit by the November deadline dates both DRTRS (District Report of Transported Resident Students) and NJ SMART reporting requirements for approximately 500 routes, representing approximately 900 bus drivers and aides.
14. Work effectively in assisting staff involved in using the transportation database.
15. Act as liaison to the developer of the transportation software package to effectively customize and troubleshoot the program; become thoroughly familiar with all program components.
16. Demonstrate enthusiasm and resourcefulness in providing instruction to staff and administration regarding database operations.
17. Calculate monthly payments to contractors with timely submission to the Business Office for payment.
18. Calculate the distribution of prorated costs of each route for each participating district, including adjustments of these costs as required by the addition or deletion of pupils.
19. Reconcile district billing and contractor payments on a monthly basis.
20. Process aid-in-lieu-of payments for nonpublic school students per local school district request.
21. Work with the Coordinator in utilizing technology to streamline Transportation Office procedures.
22. Assist the Coordinator in preparing the monthly Board Meeting agenda as needed.
23. Assist the Coordinator in obtaining and awarding quotations for unanticipated transportation services.
24. Perform supplementary clerical duties as needed.
25. Become familiar with and proficient in the use of all office equipment needed to effectively and efficiently conduct the operations of the Transportation Office.

26. Have knowledge of and adhere to all policies, rules and regulations of the Commission.

27. Consistently use good judgment regarding confidentiality of records, and confidences of staff, parents and children.

28. Perform all other related duties and responsibilities within the scope of employment as assigned by the Transportation Coordinator.

Board Approved: