Job Title: **Transportation Secretary**

Qualifications:

Credentials: None

Education: High school diploma and specialized vocational experience in or after high in computers, bookkeeping and basic office skills.

Training or Experience Required: 2-3 years of school system secretarial experience preferred. Minimum of 1 year with computer experience using word processing, databases, and spreadsheets. Minimum of 1 year in bookkeeping processing accounts payable/receivable and purchase orders.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates on the phone in clear, grammatically correct English.

Data Recording/Record Keeping: Performs data recording/record keeping operations determining what changes meet to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computation requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets routine written or printed materials such as charts, diagrams, maps or instruction material.

Business Machines (like computers copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines include but are not limited to photocopiers, microfiche readers, CRT/computers and multi-line telephone consoles.

Office Filing and Retrieving: Responsible for establishing and/or maintaining an existing filing system.

Spelling Skills: Incumbent needs to spell correctly and proofreads work of others concerning spelling and grammatical structure.

Typing Skills: Typing / Word processing at 40 wpm required.

Site: **Transportation Center**

Reports To: **Transportation Director**

Job Goal (Purpose of Position): Performs semi-skilled to skilled level secretarial duties under general supervision to assist the Director of Transportation in the efficient functioning of the transportation department.

An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident or injury. It requires following school dress standards, proper attendance or leave policies, and other work habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public and students within the educational system.

Essential Job Functions (PERFORMANCE RESPONSIBILITIES):

1. Effectively manages all communications between patrons, school personnel, drivers, and the Transportation Department.

2. Acts as liaison with parents for complaints and special requests.

3. Processes reports such as activity trip reports, bus inspection reports, and bus conduct reports, etc.

4. Maintains departmental personnel files. Maintains other fields not limited to: those required by the Department of Public Safety and Department of Education; billing cost of fuel; emergency evacuation drills; and other departmental forms and reports.

5. Prepares and processes invoices and purchase/warehouse requisitions.

6. Assists in providing technical assistance and training to department personnel in rules and procedures, etc.

7. Keeps drivers updated daily on any variation in routes or instructions. Updates bus route descriptions as needed. Maintains current address and phone numbers, current bus and vehicle listing.

8. Types and/or prepares and processes all correspondence, procedure manuals, reports and other information.

9. Prepares and processes leave time accounting for department personnel and employee time cards.

10. Assists with scheduling activity vans/buses.

11. Becomes proficient in data entry into computerized transportation management program. Becomes familiar with accessing student data on a mainframe computer.

12. Assists in managing office supplies

13. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise.

Physical/Mental Requirements and Working Conditions:

Other than those physical/mental requirements included in the essential functions: Must be able to communicate on the radio and telephone.

TERMS OF EMPLOYMENT:	251 days per year
SALARY:	Category A
EVALUATION:	Performance of this job will be evaluated in accordance with Board Policy.

Approved 08-09-93
Revised 1998-99 Negotiated Contract
Revised 11-27-00
Revised 2024-25 Negotiated Contract