



Facilities and Transportation Secretary

Purpose Statement

The Facilities and Transportation Secretary provides clerical and operational support to ensure the efficient functioning of the Facilities and Transportation Departments. This position assists with daily secretarial duties, supports routing and scheduling functions under the direction of the Facilities and Transportation Director, and serves as a backup during Router absences to maintain continuity of service. The role requires strong organizational, communication, and problem-solving skills, as well as the ability to work collaboratively with staff, parents, and transportation contractors.

Supervisory Relationship

Reports to: Facilities and Transportation Director

Essential Functions

- **Data Compilation:** Compile data from various sources (e.g., student information, time sheets, calendars, expenditures/budget, Internet research) to prepare reports, make recommendations, and provide information for assigned administrators.
- **Record Maintenance:** Maintain a variety of manual and electronic document files and records (e.g., budget data, employee records, financial records) to provide up-to-date information and historical reference in accordance with administrative guidelines and legal requirements.
- **Report Preparation:** Prepare reports, documents, and correspondence of both confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts) to document activities and convey information.
- **Inquiry Response:** Respond to inquiries from internal and external parties (e.g., staff, parents, students, public agencies) to provide information, facilitate communication, and assist with direction.
- **Procedure Presentation:** Present information on administrative procedures (e.g., department/program policies) to orient new personnel and disseminate information to existing personnel.
- **Advisory Role:** Advise buildings, schools, families, and drivers of bus and/or route changes, delays, and emergencies.
- **Field Trip Coordination:** Assist with the coordination of field trips and related questions, ensuring open communication and efficient use of district resources.
- **Route Maintenance:** Assist in maintaining routes for special needs, SIT, BECEP, Head Start, and summer school.
- **General Route Assistance:** Assist with general education routes.
- **Liaison Role:** Act as a liaison between schools, providing support as needed.
- **Emergency Assistance:** Assist mechanics and drivers during bus breakdowns and emergencies.
- **Software Maintenance:** Maintain dispatch and field trip software programs and systems.
- **Route Design:** Assist with coordinating, and implementing routes effectively, efficiently, and in a financially appropriate manner.
- **Department Awareness:** Be aware of ongoing activities in the department to handle emergencies, interruptions, and changing needs.
- **Communication:** Answer phones and radio; take messages, greet visitors, and handle radio dispatch.
- **Emergency Response:** Assist during district emergencies.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating office equipment and software
- Planning and managing projects
- Performing budgetary, payroll, and administrative tasks
- Compiling information for reports
- Composing correspondence

Knowledge

- Basic math and technical information
- Grammar and punctuation
- Bookkeeping principles
- Business telephone etiquette
- Common office machines

Abilities

- Schedule activities and gather data
- Use job-related equipment
- Work with diverse individuals and data
- Communicate effectively
- Maintain confidentiality
- Meet deadlines and set priorities
- Work as part of a team
- Handle interruptions
- Build positive relationships with staff, parents, and students

Responsibility

Work under limited supervision using standardized practices and methods. Assist others within a small work unit. Monitor budget expenditures. Utilize resources from other work units as needed. Impact the organization's services continually.

Work Environment

Physical demands include some lifting, carrying, pushing, and pulling; stooping, kneeling, crouching, and crawling; and significant fine finger dexterity. The job generally requires 80% sitting, 10% walking, and 10% standing. Conditions include some exposure to the risk of injury and/or illness.

Experience

Job-related experience with increasing levels of responsibility is required.

Education

Targeted, job-related education with study in a job-related area.

Clearances

Criminal justice fingerprint/background clearance.

FLSA Status

Non-Exempt

Salary Grade

SN

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.