RSU 5 Durham ~ Freeport ~ Pownal
Administrative Assistant to the Director of Transportation Job Description
Classified Support

QUALIFICATIONS:

1. Minimum of high school diploma or GED/HiSET equivalent,
2. Hold a valid State of Maine Criminal History Records Check Approval,
3. Proficient in written and oral communication skills,
4. Ability to learn and implement new technology programs,
5. Proficient in the use of office equipment,
6. Ability to organize including managing and prioritizing tasks,
7. Ability to interact well with school personnel, students and the public,
8. Successful secretarial experience working in a confidential setting, effective communication/interpersonal skills, and proficiency with using technology including student database software and financial software.

REPORTS TO:
Director of Transportation

JOB GOAL:
To assist the Director of Transportation, provide support to staff, and complete tasks necessary for the efficient operation of the Transportation Department.

PERFORMANCE RESPONSIBILITIES:

1. Maintains a positive relationship with staff, town officials, and the public.
2. Assist the Director of Transportation in general administrative operations.
3. Maintain contracts for service providers.
4. Monitor that required State reports are submitted within time frames.
5. Complete/maintain purchase order information and order all supplies and equipment for the Department of Transportation within warrant time frames.
6. Assists with scheduling and oversight of field trips, athletic trips, and co-curricular trips.
7. Assists with the maintenance of the Coverage/Sub calendar.
8. Sends out agendas for department meetings.
9. Perform additional duties/special projects and administrative functions as requested by the Director of Transportation.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of administrative work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Board of Directors and school policies.
7. Meets and follows all State and Federal laws and regulations.

EVALUATION:
Evaluated annually by the Director of Transportation

NOTE:
The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee Name:_____

Employee's Signature:_____ Date:_____

Original to Personnel File
File Copy to Employee
Adopted: June 8, 2022; Amended 07/15/26