

LYON COUNTY SCHOOL DISTRICT

Administrative Secretary to Transportation

Job Group: Clerical

Classification: Classified

Terms of Employment: Pay Grade 25 on the Classified Pay Structure (12 month, 8 Hour Paid Workday)

FLSA Status: NON-EXEMPT

POSITION SUMMARY: Under the supervision and direction of the Transportation Supervisor, this position oversees purchasing and a variety of duties related to the ordering, receiving, storing, and accounting of motor vehicle parts, equipment, and supplies required to maintain and repair district vehicles. The Administrative Secretary for Transportation is responsible for keeping vendor pay bill accounts current and maintaining files necessary to effectively monitor the status of district vehicles. This position works under the direct supervision of, and is evaluated by, the Transportation Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintain inventory of parts and equipment for district vehicles across all transportation shops. Procures and stores additional parts when needed.
2. Enter parts and maintenance data in the computer system.
3. Maintains parts room stocked with most needed vehicle parts, equipment, and supplies, and orders special items as needed.
4. Maintains efficient storage methods including the allocation of proper bins or storage places.
5. Stocks and retrieves parts, and distributes to area shops as necessary.
6. Communicate with various parts and equipment vendors, resolve order and billing questions.
7. Prepare reports timely and efficiently.
8. Maintain maintenance logs of vehicles, and schedule appointments for routine maintenance both internally and externally.
9. Work with vehicle mechanics to schedule major repairs with outside vendors.
10. Coordinate vehicle out-of- service time to minimize impact on District functions.
11. Processes work orders and data entry of outside services to maintain vehicle history.
12. Maintain inventory list of all vehicles owned by LCSD.
13. Maintain district vehicle mileage workbook and present quarterly reports to the Transportation Supervisor.
14. Process proper paperwork for licensing and titling of LCSD vehicles.
15. Assist the Transportation Supervisor to prepare annual bids for fuel, tires and parts. Send bid packets to previous bidders. Participate in bid opening and submit winning bids to the Executive Director of Operations for Board of Trustees approval.
16. Monitors status of back ordered parts and equipment.
17. Assist Lead Mechanic and Transportation Supervisor with research and purchase of new vehicles.

18. Maintain a log of all fleet fuel cards for the department and order new cards when needed.
19. Supports the goals and objectives of the school district and follows all district policies.
20. Regular and consistent punctuality and attendance.
21. Performs all other duties as assigned by the Transportation Supervisor or designee.

POSITION EXPECTATIONS:

Knowledge of:

1. Good organization and filing systems so information can be quickly located and status determined.
2. Basic computer applications, especially spreadsheets and word processing.
3. Knowledge of storeroom/ bus garage atmosphere, methods and procedures, inventory record keeping and control methods and procedures.
4. Purchase and requisition procedures.
5. Demonstrate ability to effectively communicate with district employees and the general public.

Ability to:

1. Enter data quickly and accurately with excellent keyboarding and 10-key skills.
2. Effectively communicate with employees and others in a clear, concise and professional manner.
3. Ability to follow instructions and work without close supervision.
4. Efficiently operate office equipment including a computer, copier, scanner and fax.
5. Perform strenuous manual labor, such as moving heavy materials.
6. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and the community.
7. Ability to effectively manage time and responsibilities by organizing priorities.
8. Ability to handle multiple tasks simultaneously, and prioritizing when necessary.

POSITION REQUIREMENTS:

Education and Training:

1. High School Diploma or equivalent.

Licenses and Certifications:

1. A valid Nevada driver's license is required at the time of appointment.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

PHYSICAL AND MENTAL REQUIREMENTS:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Cognitive ability and dexterity to operate office equipment for long periods of time. Strength and stamina to bend, stoop, sit and stand for long periods. Dexterity and coordination to handle periodic lifting and moving of boxes. Reaching for items above and below waist level. Involves

hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds to waist height.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Strength: Sedentary/Light - Exert force to 25 lbs., occasionally; or negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate noise to loud for occasional to frequent time periods.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting		X		
Crawling	X			
Kneeling	X			
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladder, stools, roofs, poles)	X			
Balancing	X			

Lifting &/Or Carrying objects:				X
50 Pounds or 1/3 Bodyweight		X		
Pushing	X			
Pulling	X			
Grasping/ Gripping		X		
Handling		X		
Applying Torque (arms)	X			
Fine Manipulation	X			
Repetitive Work			X	
Weight Bearings		X		
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/ CRT			X	
Driving a Vehicle	X			
Working Alone			X	
Operating Machinery or Equipment:	X			
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment	X			
Respirator Use				
Work Conditions:				
High Noises				X
Heights			X	
Confined Spaces			X	
Heat Stress			X	
Cold Stress			X	
UV Exposure		X		
Hazardous Chemical/Waste	X			
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				X
Visually Demanding Work			X	
Near Vision			X	
Far Vision			X	
Depth Perception			X	
Basic Color Discrimination			X	

Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

Equal Opportunity Employer

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator/Supervisor Signature: _____ Date: _____