

Secretary to the Transportation Supervisor

Purpose Statement

The job of Secretary to the Transportation Supervisor is done for the purpose/s of providing a variety of secretarial support to Transportation Supervisor and transportation department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Transportation Supervisor

Essential Functions

- Assists the public with information on school boundaries, bus routes and scheduling for the purpose of providing information regarding transportation issues.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles a wide variety of data on behalf of assigned supervisor (e.g. program components, special reports, personnel records, meeting arrangements, account balances, purchase order documentation, fuel information, etc.) for the purpose of achieving goals, preparing reports, processing requests, and meeting target dates in compliance with established guidelines and regulatory requirements.
- Composes documents and correspondence (e.g. standardized correspondence and forms, bulletins, emails, etc.) for the purpose of documenting events or providing and/or requesting information.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains a variety of manual and electronic documents files and records (e.g. work orders, time sheets, expense reimbursement requests, maintenance files for district vehicles, supply inventories, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items availability.
- Operates two-way radio for the purpose of communicating with route drivers during transit times.
- Performs general clerical duties (e.g. scheduling, copying, faxing, data entry, filing, keyboarding, emailing, answering telephones, greeting individuals, procuring supplies, reconciling account balances, etc.) for the purpose of supporting assigned supervisor and/or office operations.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, monthly reports, bus bids, annual reports, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on transportation/district procedures for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a variety of documents and materials (e.g. time center sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Provides information to all bus drivers for the purpose of ensuring that schedules are met and route sheets are kept current.

- Provides information to a variety of activities (e.g. travel arrangement, staff coverage, substitute drivers, meetings, trainings, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel and equipment.
- Represents assigned supervisor in their absence for the purpose of conveying and/or gathering information required for their functions.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.
- Responds to inquiries and communicates with a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties regarding routes and activity trip schedules.
- Serves as transportation dispatcher for the purpose of relaying pertinent busing information to bus drivers throughout the day.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific Ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations; organizing; dealing with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment. .

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

pre-employment proficiency test

Certificates and Licenses

Continuing Educ. / Training

Clearances

FLSA Status
Non Exempt

Approval Date

Salary Grade