LAKE STEVENS SCHOOL DISTRICT NO. 4
JOB DESCRIPTION

POSITION: Head Department Office Professional – Transportation

REPORTS TO: Transportation Supervisor

DIRECTS:

BASIC FUNCTION: Works independently in the performance of secretarial duties for the Transportation Supervisor. Coordinates secretarial tasks for the efficient operation of the transportation facility, works closely with the Dispatcher and Driver Trainer, and other office staff. Employee has extensive knowledge of office operating procedures relative to the department. Other similar duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned.*

- Perform all secretarial tasks associated with the needs of the Transportation Supervisor, and assist the Dispatcher, Driver Trainer, and Routing specialist as needed.
- Organize and efficiently accomplish assigned office tasks.
- Format, type and edit correspondence, memoranda, flyers, forms and reports on computer equipment; compose, duplicate and distribute materials as needed.
- Schedule appointments, keep calendar, and arrange meetings for the Supervisor as necessary.
- Keep Supervisor informed of significant and important items that require attention or action.
- Assist department Supervisor with budget planning. Keep Supervisor advised of budget balance.
- Enter purchase orders into the WSIPC data processing system.
- Assist in locating and ordering supplies and parts for transportation as needed.
- Set-up and maintain efficient filing systems such as purchase order logs, tracking reports, building support records, etc.
- Categorize, organize and route incoming mail according to priorities set by the Supervisor.
- Answer phones for the transportation facility. Record and maintain records of in-coming telephone calls.
- Assist with Versatrans data entry and running reports as needed.
- Assist visitors with questions/concerns and direct to appropriate departments
- Process time sheets to submit to payroll
- Prepares field and athletic trip sheets for submittal to ESC for billing
- Coordinate arrangements for meetings, workshops and training sessions for department staff.
- Attend office, staff, and/or department meetings as requested.
- Know and follow district policies and procedures.
- Remain flexible and team-oriented.
- Promote and practice professional growth and development.
- Other duties as described in job description or as may be assigned.

QUALIFICATION REQUIREMENTS*:*

EDUCATION and/or EXPERIENCE

1. High school diploma or equivalent.
2. Formal education in modern business office practices.
3. Three years secretarial or related office experience. Additional related experience may substitute for formal education as deemed appropriate.
4. Experience with student or public transportation.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid Washington State driver's license.
2. First Aid/CPR training, willingness to obtain and maintain.

LANGUAGE SKILLS

Ability to speak or otherwise communicate effectively in the English Language. Ability to read, comprehend, and interpret documents, schedules and procedure manuals in English as determined by an assessment. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to apply concepts of basic mathematics as they apply to business recordkeeping.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete and abstract variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER QUALIFICATIONS, SKILLS AND ABILITIES

- Verifiable effective oral, written and interpersonal communication skills.
- Demonstrated secretarial skills.
  - √ Keyboarding 55 wpm
  - √ Ability to use correct grammar and punctuation
  - √ Ability to use a variety of office machines
- Proficient computer skills including the use of Microsoft Excel, Word, Access, Google Platform, the Internet.
- Proficient in the use of WSIPC software as it applies to student records and budget (currently WESPaC and Skyward.)
- Knowledge in the use of Versatrans or other routing software.
- Ability to perform tasks and projects with a high degree of accuracy and attention to detail.
- Ability to work under pressure with constant interruptions, and meet deadlines.
- Ability to handle confidential matters professionally.
- Demonstrated abilities in self-direction and sound judgment.
- Ability to compile data and write reports, memos and letters with minimal direction from the Supervisor.
- Demonstrated skills and/or abilities in: self-motivation, independent judgment, critical and analytical thinking, organizational and project time management.
- Ability to maintain a positive attitude at all times.
- Willingness to learn and apply new skills to accommodate a changing work environment.
- Ability to work under pressure and meet deadlines.
- Ability to remain flexible to change in assignments or situations.
- Know and follow district policies and procedures.
- Ability to practice ethical and professional standards of conduct, including confidentiality.

PHYSICAL DEMANDS

: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, and frequently required to walk or stand; lift and carry objects weighing up to 30 pounds a distance of 50 feet; perform repeated pushing and pulling movements; reach with hands and arms; and use the hands to handle, finger, or feel objects, tools, or controls. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. Successful performance requires specific vision abilities that include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

There are no unusual environmental conditions. Typically, the noise level in the work environment is moderate.

PRIMARY WORKING RELATIONS:

- Transportation Supervisor
- Driver Trainer, Dispatcher, Routing Specialist, Mechanics and Bus Drivers
- Building principals, district staff, and general public

TERMS OF EMPLOYMENT:

Work Hours/Days:	Up to 8 hours day/ 195 days per year
Salary:	Per PSE Office Professional CBA, Group IV
Benefits:	Per PSE Office Professional CBA, board policy and procedures

EVALUATION: Transportation Supervisor

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.