

Secretary -Transportation

Purpose Statement

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

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Transportation Supervisor

Essential Functions

- Communicates with parents, students, staff, etc. in person, by telephone, on the radio, or letter for the purpose of providing information on a variety of activities and departmental functions.
- Compiles data from a variety of sources (e.g. vouchers, hire form, specialized reports, reimbursement forms, personnel records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents for transportation area (e.g. letters, bulletins, reports, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates a variety of programs and/or activities (e.g. payment to field trip drivers, electric bills for employees who keep their busses at home, orientation of new employees, uniforms, physicals and vouchers for payment, sorting of payroll, etc.) for the purpose of delivering services in compliance with established guidelines.
- Informs personnel regarding a variety of procedures and program requirements (e.g. orientation, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established statutory, regulatory, state and federal guidelines.
- Maintains a wide variety of documents, files and records (e.g. vouchers, invoices, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Performs the functions of a technician when needed for the purpose of of meeting the district's transportation service needs.
- Prepares a wide variety of reports and written materials (e.g. correspondence, notices, reports, letters, memorandums, tables, graphs, charts, lists, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a variety of documents and materials (e.g. physicals, payment reimbursement for driver's CDL, etc.) for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, other schools, state and federal agencies, general public, parents, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

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 potential need to 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; business telephone etiquette; and safety practices and procedures.

ABILITY is required to schedule a number of 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 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; and working in multiple locations (by assignment). Have the Ability for regular and reliable attendance.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed in some varying atmospheric conditions.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Alcohol and Drug Test

Certificates

Bus Driver's Certificate and CDL

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background

Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt