



**POSITION DESCRIPTION**

**POSITION TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES, TRANSPORTATION SERVICES**

|                       |  |                     |     |                   |              |
|-----------------------|--|---------------------|-----|-------------------|--------------|
| <b>DATE REVISED:</b>  | 1/22/18  | <b>JOB NAME:</b>    |     |                   |              |
| <b>EXEMPT STATUS:</b> | Exempt   | <b>NO. OF DAYS:</b> | 226 | <b>GRADE:</b>     | *COMP GRADES |
| <b>DIVISION:</b>      | Operation Services   |                     |     |                   |              |
| <b>DEPARTMENT:</b>    | Transportation Services  |                     |     |                   |              |
| <b>REPORTS TO:</b>    | Executive Directors of Transportation Services   |                     |     |                   |              |
| <b>SUPERVISES:</b>    | Managers and Customer service Representatives  | <b>DIRECTLY</b>     |     | <b>INDIRECTLY</b> |              |
| <b>EDUCATION:</b>     | Bachelor's Degree  |                     |     |                   |              |
| <b>EXPERIENCE:</b>    | Five (5) years' experience in school administration, preferably in a K-12 environment<br>School transportation operations experience preferred |                     |     |                   |              |

**POSITION FUNCTION/PURPOSE:**

Direct and manage the district's transportation staffing, training, and risk management programs and ensure all employees are in compliance with all laws, policies, and regulations.

**MAJOR RESPONSIBILITIES:**

1. Assume responsibility for the recruitment, interviewing, and employment processing of personnel for the Transportation Department.
2. Responsible for scheduling and maintaining all records for pre-assignment physical and drug testing, motor vehicle records, and criminal background checks.
3. Assist in responding to incidents of potential employee involvement concerning drugs or alcohol.
4. Assist with investigating allegations of employee wrongdoing, prepare investigative reports and submit to the Executive Director of Transportation Services. Work closely with the Executive Director and the office of human capital management.
5. Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.
6. Assist the Executive Director of Transportation Services in the promotion, demotion, or dismissal of personnel.
7. Recommend policies and practices that improve the Transportation Department.
8. Make revisions and updates to the Transportation Department Handbook.
9. Administer and oversee the transportation training, recruiting, and customer service program.
10. Participate in professional development activities to maintain current knowledge of transportation, risk management, and personnel rules, regulations, and practices.
11. Review and make revisions to job descriptions and submit for postings.
12. Review personnel allocations and make recommendations for staffing.
13. Perform training and professional development opportunities for transportation department personnel.
14. Schedule and develop transportation department in-service.
15. Responsible for transportation department communications, including social media and website.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the hiring manager.

16. Ensure that department operations contribute to the attainment of district goals and objectives.
17. Perform functions of Executive Director in his/her absence.
18. Perform other duties as assigned by the Executive Director of Transportation Services.

**SUPERVISORY RESPONSIBILITIES:**

Supervise and evaluate the performance of the training and payroll managers and the customer service representatives (call center).

**QUALIFICATION REQUIREMENTS:**

**The requirements listed below are representative of the knowledge, skill, and/or ability required of this job:**

**Education/Certification:**

- Bachelor's Degree – Required
- Certification with Texas Association for Pupil Transportation - Preferred
- Texas School Bus Driver Certification
- Texas Commercial Driver's License class "B" or "A" with "P" and "S" endorsements
- Previous human resources experience preferred

**Special Knowledge/Skills:**

- Demonstrated knowledge and proficiency in personnel recruitment, hiring, leaves/absences, salary development, and records management
- Demonstrated knowledge of federal and state employment laws and hearing procedures
- Ability to implement policy and procedures
- Ability to interpret data
- Ability to manage budget and personnel
- Ability to provide transformational leadership in a start-up transportation environment
- Ability to operate school bus and manage students
- Strong communication, public relations, and interpersonal skills necessary to communicate with
- diverse employee groups, administrators and patrons

**Experience:**

- Five (5) years' experience in school administration, preferably in a K-12 environment
- School transportation operations experience preferred

**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 will be made if necessary:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must routinely lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

**WORK ENVIRONMENT:**

## POSITION DESCRIPTION

**The environmental characteristics described here are representative of those an employee encounters while performing the essential functions of this job:**

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

---

| Name of incumbent | Signature of incumbent | Date |
|-------------------|------------------------|------|
|-------------------|------------------------|------|

| Name of Supervisor | Signature of Supervisor | Date |
|--------------------|-------------------------|------|
|--------------------|-------------------------|------|

| Name of Executive Director | Signature Executive Director | Date |
|----------------------------|------------------------------|------|
|----------------------------|------------------------------|------|