



REQUISITION NUMBER: 8520-1

JOB ANNOUNCEMENT
ASSISTANT DIRECTOR OF TRANSPORTATION
Transportation Department

CLOSING DATE: March 22, 2018

JOB DESCRIPTION

The Assistant Director of Transportation, under the direction of the Director of Transportation, is responsible for assisting with the planning, organizing, directing and managing the District's transportation and vehicle maintenance operation.

MINIMUM QUALIFICATIONS

(Only those persons who meet the minimum qualifications as posted should apply)

- Bachelor's Degree (required)
- Master's Degree (preferred)
- Minimum of three (3) years of one of the following:
 - Campus/department administration with major responsibilities for staffing, employee/general public relations, and management oversight of large operational areas; or
 - Transportation management, vehicle maintenance, and employee relations including one year directing a large vehicle fleet operation preferably in public school setting
- Principal, Vice Principal, or comparable administrative certification (preferred)
- Possess a Texas Commercial Drivers License (CDL) and TXDPS Safety School Bus Certification or obtain credentials within 180 days of employment
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

SPECIAL KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of education administration, human resources policies/procedures, Texas motor vehicle laws, employment law, and the American Disabilities Act and Texas Education Agency regulations applicable to a public school transit system (preferred)
- Skill in managing budgets and personnel functions such as employment interviewing, counseling, and dismissal
- Skill in communicating with a diverse staff, both verbally and in writing
- Skill in comprehending and evaluating facts and problems associated with student transit situations; exercising sound judgement; and taking decisive and timely action in accordance with standard operating procedures
- Ability to conduct investigations and prepare written documentation in response to inquiries and complaints from groups such as parents, district officials and administrators, union representatives, and the general public

DUTIES AND RESPONSIBILITIES

1. Assists Director in executing the daily administration/operations of the District's five transportation sub-stations to include prioritizing and ensuring transit route and service commitments to and from school, between school, and extra curricular transport activities are met.
2. Provides operational, administrative, and statutory interpretation assistance to the Director, and procedural advice to supervisory staff, District officials and administrators, union representatives, and general public.
3. Receives, researches and resolves, in conjunction with senior and junior managers, the department's personnel administration relative to hiring, termination, performance evaluations, complaints/grievances, misconduct allegations and employee training.
4. Conducts or attends meetings associated with transportation personnel or operational/maintenance issues.
5. Performs and monitors on-site accident investigations to obtain necessary information to prepare and file reports required by District and pertinent outside agencies.
6. Interprets, formulates and implements department policies and standard operating directives.
7. Responds to inquiries/complaints received from general public regarding personnel, operational and student management issues.
8. Assists Director in developing and managing implementation/administration of the department's budget.
9. Serves in absence of the Director.
10. Performs other related duties.

WORKING CONDITIONS

Maintains emotional control under stress. Daily attendance and punctuality at work are essential functions of the job. Repetitive hand motions; prolonged use of computer. Occasional District travel and prolonged and irregular hours.

TERMS OF EMPLOYMENT

SALARY RANGE: \$69,384 - \$83,093

PAY GRADE: BN06

TYPE OF ASSIGNMENT: Full-Time, Exempt

MINIMUM WORK DAYS: 226

NOTICE: If you are selected for a job with NISD, your immediate supervisor will be contacted prior to a final employment offer being made.