

Job Title: Coordinator, Transportation Recruitment and Staffing

Wage/Hour Status: Exempt

Reports To: Director, Transportation Administrative Services

Pay Grade:

Dept./School: Transportation Services

Revised: 04/2018

Qualifications:

1. High school diploma or GED required;
2. Experience in human resources, recruiting, or marketing preferred;
3. School transportation operations experience preferred;
4. Knowledge of state and federal requirements regarding student transportation;
5. Strong communication, public relations, and interpersonal skills necessary to communicate with diverse employee groups, administrators and patrons.

Special Knowledge/Skills:

1. Ability to direct and manage personnel;
2. Ability to use Microsoft Office and various other computer programs;
3. Ability to read and understand documents including policies and procedures manuals;
4. Ability to receive and give written and verbal instructions effectively;
5. Effective organizational, communication and interpersonal skills;
6. Ability to organize, create detailed and accurate reports, and meet deadlines;

Essential Functions:

1. Assume responsibility for the recruitment, interviewing, and employment processing of personnel for the Transportation Department.
2. Responsible for reviewing all driving records (MVR) for Transportation Department employees.
3. Responsible for scheduling and conducting interviews.
4. Compile, maintain, file, and secure all physical and electronic reports, records, and other required documents.
5. Ensure that department operations contribute to the attainment of district goals and objectives.
6. Maintain records for all vacancies and provide weekly reports.
7. Responsible for maintaining various records and providing updated reports.
8. Recommend policies that improve transportation recruitment and other related programs.
9. Participate in professional development activities to maintain current knowledge of transportation and personnel rules, regulations, and practices.
10. Make revisions and updates to the Transportation Services Department handbook.
11. Review and make revisions to job descriptions and submit for postings.
12. Review personnel allocations and make recommendations for staffing.
13. Assist in the planning and development of in-service programs and professional development opportunities for transportation personnel.
14. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Radio communication system, multi-line phone system, personal computer, copier, shredder, fax.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Continual sitting. Repetitive hand and arm motions. Occasional exposure to noise, extreme temperatures, and vehicle fumes. Frequent prolonged and irregular hours. Frequent districtwide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____

DRAFT