

JOB TITLE: Administrative Assistant to Director of Transportation

REPORTS TO: Director of Transportation

WAGE/HOUR STATUS: Non-Exempt

PAY GRADE: CS 7 – 226 Days

DEPT. / SCHOOL: Transportation

DATE REVISED: June, 2017

PRIMARY PURPOSE:

Manage the daily office operations of transportation office and provide clerical services to the Director for Transportation.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Valid Class B Commercial Driver's License (Texas) with school bus and passenger endorsement preferred

Bilingual preferred

Special Knowledge/Skills:

Proficient typing, keyboarding, and file maintenance skills

Strong organizational, communication, and interpersonal skills

Ability to use personal computer and software to develop spreadsheets, databases and Transfinder Student Management Software

Ability to work independently and multitask

Experience:

Three years secretarial experience, preferably in public school environment

Experience in planning operations preferred

Proficient in Word, Excel, Access, and *Transfinder* Routing Software preferred

MAJOR RESPONSIBILITIES AND DUTIES:

Align the major functions of the assignment with district goals such that all students succeed.

1. Prepare correspondence, memorandums, forms, requisitions, and reports for the transportation office.
2. Maintain physical and computerized departmental files on transportation issues, including bus incident reports and trip forms.
3. Compiles pertinent data to prepare various required state and local reports.
4. Keeps up-to-date files for all department employees.
5. Answer incoming calls
6. Assist with preparation of online requisitions and payment authorizations for the transportation department. Corresponds with the district's Finance Department as needed to resolve issues

7. Manage the departments automated time management system including time and attendance for the bus drivers and mechanics.
8. Calculates trip records for payment to route drivers and extracurricular drivers and bills appropriate departments or campuses and incorporates such data in the departments automated time management system.
9. Administers the motor vehicle drivers' license record review for all District personnel and determines driving eligibility.
10. Assigns students to school bus routes as needed.
11. Works closely with the District's payroll office to resolve pay, time and attendance issues for bus drivers and mechanics as they arise.
12. Maintains current knowledge of Districts business and payroll operating procedures to ensure departmental compliance.
13. Welcomes visitors and handle their requests or refers them to appropriate personnel.
14. Maintains effective rapport with general public and handle any problems or concerns in a prompt and courteous manner.
15. Maintains reliable, punctual, and dependable attendance.
16. Performs other duties as assigned by supervisor.

EQUIPMENT USED:

Personal computer, printer, copier, fax, telephone, and other general office equipment.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); ability to maintain emotional control under stress.

Physical Demands/Environmental Factors:

Repetitive hand motions, prolonged use of computer; works with frequent interruptions; occasional in-district travel in personal vehicle.

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

Approved by _____

Date _____

Reviewed by _____

Date _____