



Job Title: Administrative Assistant – Operations / Transportation

Job Family: School Based Support

Pay Program: Classified

Job Code:

Typical Work Year: 12 Months

SUMMARY: Responsible for the smooth and efficient management of the operations and transportation school offices. Provide administrative assistance to the Director of Transportation and Director of Operations, building principals and administrators, office and school staff and students by answering/screening phone calls & visitors, coordinating meetings and events, monitoring specifics for bus routes and operations data, handling confidential information, receiving and responding to inquiries and requests, coordinate personnel data, compiling reports, managing building & vehicle keys, entering and retrieving data using the computer and/or the District student information systems, coordinating and assisting with school events, and preparing correspondence and other confidential written communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Tasks Descriptions	Frequency	% of time
1. Provide and coordinate all clerical support activities for a Transportation Director and transportation staff, including but not limited to: preparing invoice requisitions, answering phones; preparing, designing, composing, typing, word processing and/or formatting correspondence, documents, handbooks, reports, arrange for printing and distribution as appropriate; tracking of driver licensure and endorsements/certifications, tracking mandatory annual school trainings and DE training reports; maintain files for purchase orders, invoices, and employee performance; sorting and delivering mail; input and maintain parts inventory records, transportation software information; track district authorized driver information, student behavior information, and pay to ride information. Coordinate and assist with meetings, activities, functions and events including, but not limited to coordinating dates, appointments, creating and printing, scheduling, agendas, staff meeting minutes, etc.; monitoring staff time, time edits, and attendance, maintaining office machines, maintaining filing systems, greeting face-to-face contacts, and making copies.	Daily	40%
2. Provide and coordinate all clerical support activities for an Operations Director and maintenance / operations staff, including but not limited to: answering phones; preparing, designing, composing, typing, word processing and/or formatting correspondence, documents, handbooks, reports, arrange for printing and distribution as appropriate; coordinating and assisting with meetings, and events including, but not limited to coordinating dates, appointments, creating and printing, scheduling, agendas, staff meeting minutes, etc.; monitoring staff time and attendance, maintaining office machines, maintaining filing systems, greeting and screening face-to-face contacts, call principals for maintenance/operations matters; making copies, sending/receiving faxes and e-mails, and/or sorting and delivering mail, coordinate substitute custodian, organize forms for vendors and schedule maintenance/repairs with vendors.	Daily	40%
3. Provide information to administrators, staff and the community as required or requested. Receive and forward to appropriate	Daily	10%

Administrators, inquiries and concerns regarding building, District and state policies and procedures. Assist with preparation of requisitions, receiving and distributing incoming shipments, coordinating ordering and inventory of supplies and shipments as required.		
4. Enter and/or retrieve data using the student transportation information system or other automated system. Assist with publication of route information and coordinate transportation items for the web site. Enter and/or retrieve data using the facility maintenance software system. Responsible for data entry and reporting in each of these systems. Coordinate and be responsible for the security and distribution of school building keys, including tracking, monitoring, maintaining, issuing, collecting and updating records on all building keys, vehicle keys and security cards for staff.	Daily	10%
5. Perform other job-related duties as assigned. This may include coordination of schedules for building checks, transportation situations involving students, and other duties in emergency situations.	As required	

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of three years experience in clerical support positions preferred.
- Experience working with secondary-age students preferred.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic math skills.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with the public and employees with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system, transportation information system, and building maintenance tracking system within 6 months of hire.
- Operating knowledge of e-mail & communication management systems required.
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REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Director of Transportation, and Director of Operations	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands & arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Updated 7/22/2019