

POSITION DESCRIPTION

Position Title: **Administrative Assistant**
Assignment: Transportation
Department: Transportation
Labor Relationship: ESPA
Date Originated:
Date Revised: 02/02/1998; 02/26/2008; 04/20/2009; 02/2011;
06/2015; 10/2016; 06/2022
Date Removed:
Reports To: Director of Transportation Services

Position Definition: The **Administrative Assistant** assigned to Transportation is responsible for providing secretarial support to the Transportation Department, as assigned by the Director of Transportation Services or his/her designee(s).

Relationship: The **Administrative Assistant** assigned to Transportation will be directly responsible to the Director of Transportation Services.

Qualifications:*Education/Experience:*

- ☒ High school diploma or GED.
- ☒ Minimum of one (1) year's experience in general secretarial skills.

Skills/Knowledge:

- ☒ Demonstrates general knowledge of Carbon and Lehigh Counties pertaining to locations of cities, towns, and schools.
- ☒ Demonstrates advanced computer skills, including a thorough knowledge of Windows and the Microsoft Office Suite and proficient use of departmental computer software.
- ☒ Demonstrates the ability to work in a team environment.
- ☒ Demonstrates secretarial skills to effectively use office equipment, including, but not limited to, phone system, fax machine, copier, scanner, computer, and calculator.
- ☒ Demonstrates the ability to maintain complete confidentiality.
- ☒ Demonstrates excellent interpersonal skills, demonstrated by patience, understanding, and congeniality.
- ☒ Demonstrates excellent oral and written communication skills.
- ☒ Demonstrates the ability to organize, plan, and manage job responsibilities in order to complete assignments with minimal supervision.
- ☒ Demonstrates the ability to complete tasks with attention to detail and accuracy.
- ☒ Attends work regularly at assigned work hours subject to lawful leave rights and responsibilities.
- ☒ Proficient data collection and entry skills.
- ☒ Demonstrates the skills to provide the highest level of customer service, with patience and knowledge of the department's services.

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POSITION DESCRIPTION***Administrative Assistant - Transportation******Page 2******Physical:***

- ☑ Ability to stand, bend, stoop, sit, lift, reach, and communicate (vision, hearing, and speech) to effectively carry out functions, duties, and responsibilities.
- ☑ Ability to independently ambulate in and around work areas.
- ☑ Ability to travel to and from assigned work locations without employer support.
- ☑ Ability to sit for long periods of time (3 hours).
- ☑ Ability to exhibit appropriate manual dexterity to effectively carry out functions, duties, and responsibilities.

Authority: The **Administrative Assistant** assigned to Transportation will have the authority to perform all functions listed below in accordance with established policies and procedures.

Functions/Duties/Responsibilities: To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Essential:

- ☑ Provides secretarial support in all functions of the Transportation Department, within departmental timeframes and procedures.
- ☑ Answers departmental phones with a pleasant and courteous tone.
- ☑ Implements and maintains filing system for all documents, as assigned.
- ☑ Assists in the preparation of vehicle run assignments.
- ☑ Prepares notifications to parents regarding run times.
- ☑ Organizes, verifies, and enters data for biweekly timesheets for all Transportation staff.
- ☑ Organizes, verifies, and enters data into the software system for Community-Based Instruction trips.
- ☑ Assigns drivers and vehicles per the Transportation guidelines for Community-Based Instruction trips.
- ☑ Assists the Transportation Supervisor in the coordination of repairs, maintenance, and inspections with Intermediate Unit mechanics and outside contractors.
- ☑ Assists in coordination of CDL trainers, training of new CDL drivers, and refresher courses for present CDL drivers.
- ☑ Records and checks data entry for Transportation Reports, including, but not limited to, Student Tracking and District Reports.
- ☑ Monitors FM two-way radio during office hours and responds accordingly.
- ☑ Completes weekly/monthly reports, as established by the Transportation Team, within departmental timeframes and procedures.
- ☑ Assists in the accumulation of data for the Transportation State Reports.
- ☑ Enters data for the Transportation State Reports to assist in the completion of all assigned reports.
- ☑ Completes all duties, functions, and responsibilities in accordance with Transportation guidelines and procedures.
- ☑ Provides word processing support to the department, including, but not limited to, the creation of letters, forms, schedules, reports, handouts, and charts.
- ☑ Distributes and/or administers incoming mail.
- ☑ Maintains, updates, and purges databases, as set out in Transportation guidelines.

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Secondary:

- ☒ Satisfactorily performs and/or carries out all functions/responsibilities/tasks assigned by the Transportation Management Team.
- ☒ Assists in the coordination of substitutes, as assigned by the Transportation Management Team.
- ☒ This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other duties as assigned.