

Job Title: Administrative Assistant, Production/Inventory Specialist
Reports to: Transportation Department Director
Dept. /School: Transportation Department
Wage/Hour Status: Non -Exempt
Pay Grade: Clerical/Paraprofessional - Level 5 – 240 days
Date Revised: August 2025

Primary Purpose:

Ensure efficient operation of district administrative office and provide clerical services for department's administrative staff. Manage the purchasing and inventory of the Transportation Department.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:

Proficient typing, word processing, and file maintenance skills
Effective organizational, communication, and interpersonal skills
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:

One to three years secretarial experience, preferably in public education environment
Three (3) years of shop production experience

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare written correspondence forms, schedules, or reports.
2. Prepare instructional materials, meeting agendas, as requested using personal computer.
3. Maintain a daily attendance log and records.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office.
5. Maintain department calendar of events.

Reception and Phones

6. Schedule meetings and appointments and maintain calendar for director.
7. Assist students, staff, and parents as needed.
8. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

9. Maintain physical and computerized files including inventory of department and office supplies, mailing lists, staff records, and office communication.
10. Update handbooks and other documents as assigned.

Purchasing and Accounting

11. Obtain quotes for shop parts and supplies

12. Prepare, process, and track purchase orders and payment authorizations for all Transportation Department purchases
13. Perform routine bookkeeping tasks, including Excel formulas and simple arithmetic operations, to maintain and reconcile department budget records
14. Maintains and administers annual departmental budget
15. Monitors and restocks office and shop supplies/parts and materials
16. Processes and tracks invoices, ensuring compliance with annual budgetary guidelines and limits
17. Reconciles budget items with budget summary reports
18. Monitor and process personnel time records including leave requests and reports; compile and submit to payroll office
19. Works closely with the shop supervisor

Inventory

20. Maintain Transportation shop inventory, including, but not limited to, receiving/shipping orders, and managing shop software database
21. Processing vehicle purchases for the department
22. Runs shop software (inventory/other reports) reports for the department
23. Conduct annual inventory of shop parts/supplies

Records, Reports and Correspondence

24. Maintain accurate, up to date preventative maintenance records for the shop and enter daily work orders
25. Keep up to date fleet records and files on district fleet
26. Prepare end of the month bill out report

Other

27. Sort, distribute, or deliver mail and other documents.
28. Maintain confidentiality

Supervisory Responsibilities:

Monitor the work of office personnel.

Equipment Used:

Personal computer, printer, copier, fax machine, and calculator

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress, work with frequent interruptions. Repetitive hand motions; prolong use of computer.

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.

Reviewed by: _____ Date: _____