



# Longview Independent School District

## **JOB DESCRIPTION** **TRANSPORTATION SECRETARY**

|                    |                            |                          |                           |
|--------------------|----------------------------|--------------------------|---------------------------|
| <b>JOB TITLE:</b>  | Transportation Secretary   | <b>WAGE/HOUR STATUS:</b> | Non-Exempt                |
| <b>REPORTS TO:</b> | Director of Transportation | <b>TERMS:</b>            | 12 Months                 |
| <b>DEPARTMENT:</b> | Transportation             | <b>PAY GRADE:</b>        | Para Clerical Technical 6 |

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### **PRIMARY PURPOSE:**

The Transportation Secretary supports the Transportation Department by coordinating purchasing activities, performing maintenance and inventory data entry, and maintaining accurate financial, purchasing, and maintenance records. This position is based in the district's mechanic shop and works collaboratively alongside the Diesel Mechanic Lead to support vehicle and equipment maintenance operations. The Transportation Secretary ensures efficient transportation operations through timely documentation, record keeping, and administrative support. This position has no direct supervisory responsibility.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED.  
Associate's degree in business, accounting, or a related field, preferred

#### **Special Knowledge and Skills:**

- Knowledge of district purchasing procedures, record retention, and documentation requirements.
- Strong attention to detail with the ability to maintain accurate purchasing and maintenance records.
- Ability to perform high-volume data entry related to work orders, parts usage, inventory, and purchasing transactions.
- Proficiency with standard office software and district purchasing and maintenance management systems.
- Effective organizational, communication, and time-management skills.
- Ability to maintain confidentiality and work effectively with frequent interruptions

### **MAJOR RESPONSIBILITIES AND DUTIES:**

#### **Purchasing, Record-Keeping & Administrative Duties**

1. Process purchase requisitions, purchase orders, invoices, and receiving documentation in accordance with district purchasing policies.
2. Enter, update, and maintain maintenance-related data, including work orders, parts usage,



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inventory records, and service documentation in district systems.

3. Maintain accurate and organized purchasing, inventory, and maintenance records to support audits, reporting, and operational planning.
4. Track purchasing activity and assist with monitoring departmental expenditures and budget documentation.
5. Communicate with vendors regarding pricing, order status, deliveries, backorders, and discrepancies.
6. Maintain files for purchasing records, maintenance documentation and warranties
7. Coordinate with the district purchasing and finance departments to ensure compliance with purchasing procedures and documentation requirements.
8. Provide administrative support to transportation and maintenance staff related to purchasing, record keeping, and data entry.
9. Prepare reports, spreadsheets, and documentation related to purchasing and maintenance activity as requested.

#### Other

10. Follow district policies, safety procedures, and record retention requirements.
11. Perform other duties as assigned

#### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.

**Posture:** Frequent sitting; occasional standing, bending, and reaching.

**Motion:** Repetitive hand motions; frequent keyboarding and mouse use.

**Lifting:** Occasional light lifting and carrying (less than 15 pounds).

**Environment:** Primarily office-based; occasional exposure to shop or warehouse areas; frequent interruptions.

**Mental Demands:** Maintain accuracy under deadlines; manage multiple priorities; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required

Signature: \_\_\_\_\_ Date: \_\_\_\_\_