



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Transportation Secretary

FLSA: Non-Exempt

TERMS: Salary in accord with the district salary scale for classified employees. Work year is comprised of 240 days per academic year as established annually by the Board.

GENERAL SUMMARY

Under limited supervision, is responsible for providing responsible administrative and secretarial support to the Transportation Office Manager, and to the Director of Transportation. Support administrative activities, and support of drivers or aides.

ESSENTIAL FUNCTIONS

Provides secretarial support by performing such duties as answering, screening, and directing telephone calls, filing, etc. Ensures prompt typing of all correspondence, reports, and other written communication. Must have verbal communication with drivers, teachers, principals, SRO's and parents.

Responsible for faxing any repair forms into the bus shop by 9:00 each morning.

Maintain contact with bus shop regarding progress of repairs to buses.

Maintain key accountability.

Prepare student rosters for the bus drivers.

Prepare and maintain leave forms on all full time employees in attendance area.
Maintains transportation records and prepares reports.

Provides department support by performing such duties as answering, screening and directing telephone calls.

Files documents and ensure prompt typing of all correspondence, reports, and other written communication.

Willingly performs other related duties as requested or voluntarily.

JOB SPECIFICATIONS

Education and Experience

High school graduate or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Knowledge

Thorough knowledge of all standards, regulations and aspects pertaining to the operation of school buses and the maintenance of reports and records which must be prepared, processed and maintained to meet the requirements of the job. Knowledge of the principles of planning and organization. Thorough knowledge of modern office procedures and equipment. Proficiency with Microsoft Office applications including Word and Excel. Strong knowledge of word processing, spreadsheets, email, electronic file management, the internet and reporting and presentation software. Knowledge of the records and reports which must be prepared and maintained. Knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

Skills/Effort

Ability to maintain, interpret and apply all pertinent school bus regulations and standards as related to job functions. Ability to make decisions in routine situations and receive direction from immediate supervisor in non-routine situations. Possesses skills required to function effectively in general office environment, and is capable of operating general office equipment. Possesses strong clerical and math skills. Skills and knowledge of excel creation, review, and analysis. Ability to meet deadlines with accuracy. Strong written, verbal communications and telephone skills. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via email, and manage electronic data and files in an organized manner. Ability to establish and maintain effective working relationships with internal and external individuals and groups involved in the operation of transportation.

Working Conditions

Working conditions will consist of office environment. Ability to work under a degree of stress as related to duties that require constant attention to detail and meeting tight deadlines.

Responsibility

No direct budgetary responsibilities.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The Incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION

Performance of this job evaluated annually according to Board Policy.