

TRUMBULL BOARD OF EDUCATION

Trumbull, CT

Transportation and Payroll Support Secretary

Job Summary

The Transportation and Payroll Support Secretary provides administrative and clerical support to the Supervisor of Transportation and the Transportation Department, including routing, scheduling, data entry, and communication with staff, families, contractors, and the public. This position also performs payroll support functions for the Business Office, including timesheet processing, payroll data entry, and payroll recordkeeping. Because departmental workload fluctuates throughout the school year, with peak transportation demand at the start and end of the school year and lighter periods at other times, this position balances transportation duties with payroll duties on a seasonal and daily basis and provides administrative support to other Central Office departments as assigned, ensuring continuity of operations and efficient use of staff time across the district.

Accountability

Shall be directly responsible to the Supervisor of Transportation for transportation duties and to the Payroll and Insurance Supervisor for payroll duties. The Superintendent of Schools, or designee, retains the authority to temporarily or on an ongoing basis to reassign this position, in whole or in part, to other Central Office departments to meet district-wide operational needs.

Duties

Transportation Routing & Data Entry

- Has working knowledge of the district's transportation routing system (currently Transversa). Updates bus routes, both regular and special education, for public and private schools, as directed by the Supervisor of Transportation.

Transportation Scheduling & Coordination

- Schedules field trips and coach charters.
- Maintains and creates calendars/schedules for in- and out-of-district schools, regular and special education.

Transportation Communication & Front-Line Support

- Receives transportation visitors to the building.
- Answers phones and maintains a record of calls.
- Sends transportation emergency messenger alerts regarding bus accidents, delays, mechanical breakdowns, etc., as directed by the Supervisor of Transportation, using District SIS (Infinite Campus).
- Responsible for the operation of the postage system, including knowledge of the mail meter machine, bulk mailings, special mailings, and deliveries.

Payroll Support

- Reviews employee timesheets (hard copy and electronic) for accuracy and proper coding and enters approved timesheets into the district payroll software (currently MUNIS).
- Assists with payroll processing tasks, including salary calculations, paycheck production, and related recordkeeping, under the direction of the Payroll and Insurance Supervisor.
- Assists with Time/Attendance system maintenance and employee accruals to ensure accurate payroll processing.
- Maintains payroll and deduction records for accuracy, confidentiality, and audit readiness.
- Assists in preparing routine local, state, and federal payroll reports.
- Works with the Insurance Coordinator on routine insurance deduction set-up, changes, and reconciliation.

- Performs payroll filing and maintains confidentiality of all payroll and personnel records at all times.

Cross-Departmental Support

- At the discretion of the Superintendent of Schools, provides temporary or project-based administrative support to other Central Office departments, particularly during periods of lower transportation or payroll workload, to ensure continuity of operations and address critical needs across the district.

Other Responsibilities

- Performs other activities, duties, and special projects as assigned by the Supervisor of Transportation, Payroll and Insurance Supervisor, or Superintendent of Schools that support the operations of the Transportation Department, Business Office, or the district.

Qualifications

Required Qualifications

- High school diploma. Business school, relevant coursework, or payroll/accounting experience preferred.
- Computer literacy in Microsoft Office (Word, Excel), Google Applications and other database applications.
- Working knowledge of, or ability to learn, the district's transportation routing system (currently Transversa), student information system (currently Infinite Campus), and payroll software (currently MUNIS), or comparable systems.
- Basic understanding of payroll, accounting, and financial recordkeeping principles, or ability to learn quickly.
- Excellent phone communication and interpersonal skills.
- Strong organizational skills and ability to manage multiple priorities with attention to detail and accuracy.
- Ability to maintain strict confidentiality regarding payroll, benefits, and personnel information.
- Ability to work effectively and collaboratively across departments as assigned.
- Knowledge of school district operations.

Physical Requirements

- Ability to sit for extended periods while performing computer and phone-based work.
- Ability to occasionally stand, walk, bend, and reach to file, retrieve records, or move office materials.
- Ability to occasionally lift and carry items up to 25 lbs. (e.g., mail, office supplies, event/award materials).
- Ability to operate standard office equipment, including computer, telephone, and mail meter machine.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Salary and benefits per TASS contract. Position is 40 hours per week, calendar year. Hours 7:00 am to 3:00 pm, subject to change upon mutual agreement between employee and Superintendent of Schools, and may be adjusted seasonally to balance transportation and payroll department needs.

July 2026