



POSITION TITLE: Transportation Administrative Assistant	TERM OF EMPLOYMENT: 12-month
DATE: 09.25.2026	DATE OF LAST REVISION: 09.25.2026
FLSA EXEMPTION STATUS: Non-Exempt	PAY GRADE:

JOB SUMMARY: Under direct supervision, a Transportation Administrative Assistant will support the Transportation Department by performing duties such as but not limited to record keeping, payroll, coordination of meeting and conferences, obtaining supplies, coordinating direct mailings and working on projects for the Director of Transportation. This position works with sensitive information and must maintain a high degree of confidentiality.

ESSENTIAL JOB FUNCTIONS

1.	Reports to the Transportation Director.
2.	Resolves phone calls/e-mail from parents and schools regarding service issues. Supports daily office operations by responding to requests for information, greeting visitors, scheduling use of the facility, responding to radio calls, filling in at the receptionist desk during personnel outages, and other general office support duties.
3.	Responsible for administrative interaction with Human Resources in support of personnel actions such as the bus driver/safety assistant new hire, reassignment and separation processing along with job postings for the Department. Maintains employee directory.
4.	Responds to requests for administrative and technical support from all Transportation areas; examples include password resets, access and use of various Transportation and UCPS software packages, maintenance of Transportation website, copier/fax/printer issues, entering facilities work orders in regards to Transportation, etc.
5.	Maintains departmental file storage and document management systems, ensuring process and procedure documentation remains accurate, current, and accessible. Prepares, compiles, and distributes reports as requested to support departmental operations and decision-making.
6.	Serves as Department liaison regarding payroll processing. Coordinates payroll submission and audits payroll for all Transportation areas to ensure accuracy; responsible for resolving employee payroll disputes and electronic payroll uploads.
7.	Serves as primary back up for the Transportation Specialist. Fills in for other administrative support positions during personnel outages.
8.	Serves as a coordinator for travel and expenditures for the Transportation Department. Provides assistance to all members of the department including travel arrangements, completing conference registrations and assembling pertinent travel materials.
9.	Coordinates meetings, takes and prepares minutes, and promptly addresses matters requiring correspondences for the Director of Transportation. Maintains and assists with the calendar for the Transportation conference rooms.
8.	Performs other duties as assigned by the Transportation Director.

DUTIES & RESPONSIBILITIES

	List most important duties first
1.	Serves as primary administrative point of contact for Transportation Department. Resolves complex administrative issues arising from multiple Departmental areas.
2.	Serves as Departmental liaison in the areas of HR and Payroll administrative processing.

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| 3. | Perform other duties and tasks as required by the mission or delegated by Transportation Director. |
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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Minimum Qualifications	Desirable Qualification
- Ability to read, write, and follow directions (written and oral) - High School diploma or equivalent - Clean Department Motor Vehicle driving record. - Prior experience in school bus operations. - Prior administrative assistant experience to include payroll processing - Advanced proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, and Teams), including the ability to utilize complex functions, data analysis tools, reporting features, and document/presentation development - Ability to obtain Notary Public credentials	- Must specialize in administrative problem solving; prior experience in multiple administrative functions/areas preferred - Excellent organizational, communications and computer skills are essential. - Willingness to obtain a Class B CDL with P&S endorsements - First aid certification

KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE

- Demonstrates preparation and skill in working with parents, schools and/or co-workers from diverse cultural, economic and ability backgrounds.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job to include: considerable knowledge of administrative support functions that are typically found in North Carolina school bus operations.
- Ability to work with area offices, school bus maintenance personnel and other administrative support areas to ensure high quality and timely service; high level of knowledge involving daily school bus operations and systems.
- Considerable knowledge of safety regulations and standards for school buses
- Understand written sentences and paragraphs in work related documents.
- Possess skills and job knowledge to perform the essential functions of the job.
- General knowledge of Transportation Department processes and procedures

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION

- Perform daily operational tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.
- Understand written sentences and paragraphs in work related documents.

WORK COMPLEXITY/INDEPENDENT JUDGEMENT

- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods.
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours.
- Must be adaptable to performing under stress and when confronted with emergency situations.

PROBLEM SOLVING

- Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate.
- Problem solving is required to analyze issues and create action plans.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

COMMUNICATION/INTERACTIONS

- Communicating effectively in writing as appropriate for the needs of the audience.
- Ability to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment.
- Talk to others to convey information effectively.
- Requires the ability to deal with people beyond giving and receiving instructions.

CUSTOMER RELATIONSHIPS

- Ability to reason, make judgments, and maintain effective working relationships with others.
- Ability to provide excellent customer service.
- Ability to build and maintain cooperative working relationships with all parents, students and school/department personnel within UCPS.

PHYSICAL REQUIREMENTS

WORK ENVIRONMENT:

Strength: Sedentary/Medium - Exert force 10-40 lbs., frequently; and up to 40 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone/radio. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical traffic setting and use of motor vehicle equipment. Vision to read printed materials and/or signs, a VDT screen, or other monitoring devices.

Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, wheelchairs, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.



DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.