

Administrative Assistant - Transportation

Purpose Statement

The job of Administrative Assistant - Transportation is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for a wide variety of complex and confidential administrative and secretarial support to the Director of Transportation; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Director of Maintenance and Operations

Essential Functions

- Assigns activity and field trip drivers for the purpose of ensuring availability of buses, support vehicles, and drivers for scheduled time frames.
- Assists with administrative hiring of personnel (e.g. bus driver applicant interviews, etc.) for the purpose of providing necessary support of new employees.
- Communicates with public in the tracking of district students who travel on buses (e.g. using District software programs and radio communication, etc.) for the purpose of confirming presence or absence of students going to and from school.
- Completes all functions of District Transportation Budget for the purpose of providing necessary record keeping and financial overview, in compliance with District guidelines and regulations.
- Completes the work activities within the office (e.g. copying, filing, faxing, answering phones, greeting visitors, keys and ID cards, mail distribution, inventory maintenance, etc.) for the purpose of ensuring completion within established guidelines.
- Coordinates credit card usage (e.g. for bus drivers, support vehicle drivers, and mechanics, etc.) for the purpose of ensuring documented usage and appropriate payment according to District policies.
- Coordinates a wide variety of projects, functions and/or program components (e.g. utilization of District software, meetings, travel and accommodations, timesheets, drug and alcohol testing of drivers, etc.) for the purpose of ensuring all processes for travel are in order and are documented.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, employee status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and training seminars for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs purchasing and record keeping (confidential and non-confidential) for the purpose of ensuring that purchasing is conducted per District protocol and coordinating with Accounts Payable to ensure timely processing of records.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and conveying information.

- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- Represents Director in his/her absence for the purpose of conveying and gathering information required for administrative functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Verifies vehicle conduct reports (e.g. REI video system with copies provided to Laramie Police, etc.) for the purpose of reviewing performance of bus and vehicle drivers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; budget planning; and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; community and district resources; district transportation rules and regulations; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working on call; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 8% walking, and 7% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-Employment Drug Test

Certificates and Licenses

CPR /FA/AED Certificate

Valid Driver's License

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
10 Year Motor Vehicle Report

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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