

JOB DESCRIPTION Cumberland County School District

Transportation Administrative Assistant

Purpose Statement

The job of the Transportation Administrative Assistant was established for the purpose/s of accomplishing the administrative tasks/missions for the Transportation Departments as well as meeting the requirements of the Board of Education policy, county financial policy and procedures, traditional practices and appropriate State/Federal laws and regulation. Much of the work is performed independently with minimum supervision and requires judgment to accomplish non-routine tasks.

This individual reports to the Transportation Supervisor

Essential Functions

- Receive and direct incoming calls and requests for information, service and material.
- Compose or transcribe correspondence, bulletins, and memoranda from drafts.
- Maintain inventories of supplies and equipment, reorders as required with fiscal constraints and direction.
- Distribute payroll checks and incoming mail.
- Assist with file establishment and maintenance per supervisor direction to include evaluation, time-sheets, leave requests and other related personnel or payroll documents.
- Assist in the preparation of specifications and bid requests.
- Assist in the implementation of the system Safety and Drug Testing programs.
- Attend job related in-service training as required.
- Greet visitors and directs their inquires.
- Assist in scheduling all bus driver in-service training days as well as annual bus inspections and semi-annual extended use bus inspections.
- Maintain file that is up to date with state requirements for all licensed CDL drivers in the school system which includes, DOT motor vehicle requests annually, DOT medical certificates annual renewals, supplemental applications for commercial drivers license submitted annually when DOT medical certificates are renewed.
- Maintain the budget of the Transportation Department which includes purchase orders, check requests, price quotes etc. with oversight from the supervisor.
- Maintain a monthly overview of fuel usages.
- Schedule all field trips. Process all bus trips that have been taken for each pay period which consists of totaling final driver costs, fuel costs and creating a spreadsheet for the bookkeeper at each school as well as payroll.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to 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 pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE shall not have less than a high school education. Experience of files maintenance, typing, office machines, duplicating machines and computer operations sufficient to perform essential functions. A practical background in bookkeeping and basic accounting principals and procedures with experience in purchasing and budgeting is highly desirable as well as general background in routing and bussing issues and related fields. At least three years of work experience or appropriate Vocation Technical school training is required.

ABILITY is required to schedule activities; budgeting, specification development, bid receipt filing, purchase/work order management and tracking, distribution of material and inventory accounting. Resolves issues, seek guidance, carry out administrative/fiscal functions and ensure positive communication and accountability.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The work is performed in an office/maintenance shop environment, but many tasks are accomplished throughout the school system facilities, community and other local government agencies. The work is moderately sedentary, but some lifting, walking, bending, climbing are required. Position requires a physical exam to meet physical and health requirements.

Experience Three years related experience or Vocation Technical School is preferred.

Education High School diploma or equivalent.

Equivalency None Specified

Requirement

This is a non-certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Tennessee Driver's License or other Valid Photo Identification

Clearances

Criminal Justice Fingerprint/Background Clearance

LSA Status

Non Exempt

Approval Date

Salary Grade