



Transportation Secretary

Reports to: Director of Transportation
Salary Schedule: Schedule B
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Classification: Level 5
Revised Date: January 2019

SUMMARY:

Assists in relieving supervisor of administrative details, by performing a variety of office and clerical duties, regularly and independently. Provide daily secretarial services and assist in the operation of the Transportation Department. Understands the confidentiality and purpose of the department thoroughly.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with maintaining fuel system operation, including records of fuel delivery and consumption; computer data up-dates, configuring and dispensing of fuel cards, including weekly mileage records and monthly fuel reports.
- Coordinates field trips and charter trips through the Travel Tracker system and communicates details.
- Assist in maintaining daily routing software programs and systems, as needed.
- Maintain weekly trip board and ensure all trips are assigned per PSE Collective Bargaining Agreement.
- Assist with special needs, homeless, kindergarten, summer and after school runs.
- Maintain motor pool work orders.
- Prepares monthly billing of all fuel cost to appropriate departments.
- Be aware of ongoing activities in the department and be able to deal with emergencies, interruptions, and changing needs.
- Answer phones and radio; take messages, greet visitors and radio dispatch when needed.
- Arranges motor pool reservations for district staff and maintain motor pool calendar.
- Assist with paperwork for drug and alcohol testing for bus drivers.
- Assists with posting and awarding open routes.
- Complete various District data entry assignments as needed.
- Maintain and organize office files.
- Assist staff and the Transportation Director with various office needs.

- Back up to router when needed.
- Other duties as assigned by the Director of Transportation.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally be exposed to fumes, odors or airborne particles; toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; and outside weather conditions year round. The noise level in work environment is usually moderate and occasionally loud.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is occasionally required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- High school graduation or equivalent.
- Two years post-high school secretarial training, including; computer bookkeeping, data entry & retrieval, and spreadsheets.
- One-year secretarial/clerical experience, in a school transportation setting preferred.
- Must have demonstrated experience with Word, Excel and File Maker.
- Experience with field trip and transportation routing software, preferred.
- Ability to work effectively with a variety of office equipment.
- Must demonstrate exceptional organizational and telephone skills and ability to work with frequent interruptions.
- Ability to relate well to students, staff and public.
- Must have excellent grammar, spelling, and punctuation skills.

- Attendance and punctuality are important functions of this position.