



David Douglas School District #40

Classified Job Description

TRANSPORTATION ASSISTANT

Schedule: 8 hours per day / 12 months per year
Class: 15

POSITION PURPOSE

This position provides administrative support for the Transportation Department to assist in improving transportation services supporting student achievement throughout the District.

NATURE AND SCOPE OF RESPONSIBILITIES

- Serves as a resource to and liaison between the District's transportation team and other staff, public, and local agencies while maintaining confidentiality and providing excellent customer service
- Provides support such as but not limited to:
 - Answers and directs telephone calls
 - Coordinates and schedules appointments
 - Coordinates calendars for multiple staff
 - Routes and distributes mail for department
 - Types correspondence and collects and organizes data, prepares reports
 - Organizes and files department records per records retention law requirements
- Coordinates, tracks and reports staff leave usage for supervisors
- Assists with completing hiring paperwork, reviews and assists with reconciling time records of classified employees
- Acts as liaison between schools, departments, district office and transportation in emergency situations
- Arranges, organizes, schedules and assists with training new staff on procedures and systems
- Interprets and explains practices, rules, policies, procedures and regulations affecting the department to customers
- Assists in keeping records for accidents, incidents, driver's education and certifications; ensures information is processed timely and forwarded to correct departments; compiles, analyzes, and evaluates data and prepares estimates, statements and reports
- Assists in developing and maintaining department procedures
- Assists supervisors in monitoring department budgets
- Assists transportation staff with purchasing, processes purchase requisitions, assigns appropriate budget codes, enters requisitions into enterprise resource system for processing and approvals, and assists with coordinating payment documentation to ensure appropriately and timely payment by accounts payable. Works with purchasing clerk for purchases including staff travel.
- Conducts studies, research and/or evaluations pertaining to administrative problems and projects
- Compiles, analyzes, and evaluates data and prepares estimates, statements and reports based on such data including but not limited to accident reports
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent required, Associates degree in computer technology, business, or related area preferred
- Ability to apply bookkeeping and accounting principles to the maintenance of fiscal records

TRANSPORTATION ASSISTANT cont.

QUALIFICATIONS CONTINUED:

- Strong written communication and language skills including composition, punctuation, spelling, correct usage, and proofreading
- Excellent computer skills including using enterprise resource planning software, ftp, and Microsoft Office software (Excel, Word, and Access) required. Skill in building, managing, and using computerized databases and ability to learn software systems preferred.
- Ability to set up and maintain an efficient filing system
- Ability to use basic office equipment such as but not limited to telephones, calculators, fax machines, copiers
- Knowledge of office practices and procedures and the organization and function of the district's department and schools
- Valid driver's license and evidence of insurability required and must be maintained – may travel around the District
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining high degree of accuracy and attention to detail
- Ability to follow oral and written directions and to work with limited supervision
- Ability to work harmoniously and collaboratively with others and to communicate appropriately and effectively, both verbally and in writing with District staff, public officials, vendors and the general public
- Self-starter with proven analytical and problem-solving skills and ability to work calmly under pressure, in chaotic environments, or emergency situations
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent attendance, work ethic and pride in job performance essential

ESSENTIAL PHYSICAL REQUIREMENTS

Light to moderate degree of physical stamina, with occasional lifting of up to 50 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to sit for prolonged periods of time, as well as frequent standing, walking, and bending. Must be able to drive to do research and attend meetings outside office.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.