



Job Title: Transportation Specialist

Exemption Status/Test: Non-Exempt

Reports to: Director Transportation

Date Revised: May 2025

Dept. /School: Transportation Department

Pay Grade: P17

Primary Purpose:

The Transportation Specialist will oversee all financial, budgeting, and accounting functions for the school district's Transportation Department. This position ensures fiscal responsibility and compliance with local, state, and federal regulations, as well as provides data-driven insights to support efficient and effective transportation operations. Works closely with Harris Hill's finance and budgeting to ensure compliance.

Qualifications:

Education/Certification:

- High school diploma or equivalent
- Certified Education Office Personnel (CEOP) preferred

Experience:

- Minimum three (3) years in financial analysis, budgeting, or accounting experience

Special Knowledge/Skills:

- Strong working knowledge of budgeting principles, financial reporting, and fund accounting
- Understanding transportation operations and cost drivers (e.g., fuel, labor, routing, maintenance)
- Familiarity with Texas Education Agency (TEA) transportation funding formulas and reporting requirements
- Proficient in Microsoft Excel (advanced functions, pivot tables, data visualization tools)
- Knowledge of financial systems such as Oracle
- Excellent problem-solving and analytical thinking skills
- Strong written and verbal communication skills with the ability to present complex data clearly
- High attention to detail and accuracy in financial documentation
- Ability to manage multiple priorities, meet deadlines, and work independently and collaboratively

Major Responsibilities and Duties

1. Coordinate and maintain the department budget.
2. Develop, monitor, and manage the Transportation Department's annual operating and capital budgets.
3. Perform financial forecasting, variance analysis, and cost-benefit analysis to support strategic planning.
4. Prepare monthly, quarterly, and annual financial reports for internal stakeholders and district leadership.
5. Monitor expenditures to ensure compliance with district policies and regulatory guidelines. Maintain accurate records of all financial transactions, including procurement, fuel usage, maintenance, and payroll allocations.
6. Collaborate with the Business Office to align transportation finances with district-wide fiscal planning.



7. Conduct audits and internal reviews of transportation financial processes to identify inefficiencies or risks.
8. Coordinate with vendors and contractors for budget tracking, invoicing, and contract compliance.
9. Assist in preparing grant applications and ensure proper financial tracking of grant funds.
10. Ensure timely submission of required state and federal transportation financial reports (e.g., Texas Education Agency reporting).
11. Perform other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment such as personal computers and peripherals; multiple phone systems

Posture: Ability to sit for prolonged periods of time, occasional bending/stooping, pushing, pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions; frequent keyboarding and use of a mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Desk and office in the administrative office

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all the responsibilities, duties, and skills that may be assigned or required.

Reviewed by _____ Date _____

Received by _____ Date _____