



Title:	Office Manager/Transportation
Reports to:	Executive Director of Transportation
Terms of employment:	12 Months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Non-Exempt

Nature of Work

To support the goals and vision of Transportation Services and to provide a high level of accuracy in data gathering and reporting while maintaining a productive office environment.

Qualifications and Licensure

- High school diploma or equivalent
- Broad based experience in office management and operations
- Must possess good interpersonal skills
- Ability to follow detailed written and oral instructions
- Must be competent in Microsoft Office
- Must possess accounting and organizational skills

Duties and Responsibilities

- Supervises and assists all Transportation BSIP users.
- Provides BSIP technical support for Transportation staff.
- Distributes updates to BSIP users as needed.
- Assists Parts Manager in resolving inventory discrepancies.
- Provides Cost Clerk II a list of employees leave taken so information can be entered in BSIP.
- Serves as the Professional Development Coordinator for Transportation Services.
- Prints and distributes completed monthly time sheets and leave slips for signatures.
- Provides the Executive Director with monthly budget totals by budget code.
- Compiles and maintains an updated drug and alcohol testing list and sends it to Human Resources monthly.
- Compiles classified employee information pertaining to school bus driver status.
- Tracks Bus Driver temporary medicals for Assistant Superintendent.
- Maintains and distributes bus driver certification and pocket cards.
- Prepares TD-s Annual report for DPI.
- Completes Personal Use of County Vehicle Forms and submit to Central Services.
- Prepares title work for school bus purchases and transfers.
- Compiles reports using BSIP data for the Executive Director as requested.
- Completes and maintains Workers Compensation forms.
- Schedules road work for prospective School Bus Drivers for DMV bus trainers and distributes to area coordinators.
- Organizes and prepares handouts for the Annual Bus Driver Workshop.
- Prepares and compiles registration information for the Annual Bus Driver worksop.
- Updates transportation forms as needed.
- Chairs the Transportation Services cheer committee.

- Orders and maintains office supply inventory.
- Compiles monthly refund report for DIP.
- Invoices other programs for extra transportation, such as, Pre-K, YMCA and state and federal remediation programs.
- Invoices ESL and summer school transportation programs annually.
- Prepares paperwork and conducts transactions on surplus bus sales.
- Reviews purchase order files for accuracy.
- Reviews open work orders to insure keying accuracy by Cost Clerk II.
- Compiles leave slips and enter leave monthly.
- Keys in employee time sheets monthly.
- Performs other duties as assigned by the supervisor.

Physical Requirements (if applicable)

- Must be able to physically perform the basic life operational functions needed to fulfill required job duties.
- Must be able to communicate orally and in writing with employees, Transportation Services staff, Central Services staff, and customers.

Special Requirements (if applicable)

- Required to work a staggered work schedule as needed.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees of this job.