

## **JOB DESCRIPTION**

**POSITION:**           **Transportation Secretary/Dispatcher**

**REPORTS TO:**       **Transportation Supervisor**

### **JOB RESPONSIBILITIES:**

1. Provide all secretarial services for the transportation department.
2. Communicate and work with district staff, parents, and students.
3. Handle phone contacts with parents, district staff, etc.
4. Assist the Supervisor with dispatching duties, calls and bus contacts.
5. Assist with supervision and traffic control at the transfer site.
6. Maintain all student records efficiently and accurately.
7. Monitor and process postings, job applications and required documentation for new hires.
8. Maintain seniority lists, hours worked lists, and required employee documents.
9. Coordinate meetings and staff development programs.
10. Manage the office, including word processing, filing, duplication of materials, etc.
11. Maintain purchasing and financial records for the Transportation Department.
12. Handle processing of purchase orders for transportation invoices, receipts, and contracts.
13. Handle payroll duties and work with the business department on related payroll items.
14. Work with the personnel department on maintaining employee files.
15. All other duties as assigned.

### **PREFERRED QUALIFICATIONS:**

1. Strong communication and public relations skills.
2. Ability to assume responsibilities with a minimum of direct supervision.
3. Ability to work in multi-task situations.
4. Excellent word processing and data entry skills.