

CHURCHILL COUNTY SCHOOL DISTRICT

TRANSPORTATION SECRETARY/DISPATCHER

FLSA: Non-Exempt

Created: 10/2004

Last Revised: 03/2014

DEFINITION

Performs dispatch and secretarial duties; must be able to interact and communicate professionally with staff, parents/guardians and students regarding school transportation needs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Transportation.

ESSENTIAL FUNCTIONS: *Performance of these functions is the reason this job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Perform intensive dispatch duties for bus routes. This includes identifying whereabouts of misplaced students and redirecting drivers to insure correct pickup and delivery of students.
2. Compose, prepare and type correspondence, memoranda, statistical reports and trip billings using a variety of computer software.
3. Maintains confidentiality of information processed or received during the course of performing assigned duties.
4. Calculate and enter payroll for the Transportation Department, which includes; field trips and extra duty trips.
5. Maintain an up to date schedule of all trips to ensure all trips fall within the district and State regulations and policies.
6. Serve as a receptionist to students, parents, drivers and the general public; answer phones to schedule new bus students, changes of address and scheduling vehicles for district employees.
7. Compute payroll for drivers who drive for field trips and other extra duty trips. Maintain communication with sites regarding the scheduling of these extra duty trips.
8. Prepare purchase orders for the department, order supplies using the current accounting system.
9. Assist the Director of Transportation in assessing bus routes for maximum efficiency by using the information from transportation software program.
10. Assist the Garage Supervisor to maintain inventory of parts and equipment for District vehicles and order additional parts when need.
11. Assist the Garage Supervisor to maintain maintenance logs of vehicles and schedule appointments for routine maintenance both internally and externally.
12. Work with Garage Supervisor to schedule major repairs with outside vendors. Coordinate vehicle out-of-service time to minimize impact on District functions.

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QUALIFICATIONS - *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

Knowledge of:

- Basic knowledge of secretarial and dispatch duties within the Transportation Department;
- Standard office practices and procedures, including filing and the operation of standard office equipment;
- Correct English usage including grammar, punctuation, and vocabulary;
- Business letter writing and the standard format for typed materials; and
- Basic computer applications, including but not limited to; spreadsheets and word processing.

Skills to:

- Understand state/local laws and district policies/regulations regarding student transportation;
- Communicate clearly and concisely, both orally and in writing;
- Effectively operate office equipment including a computer, copier, scanner and fax; and
- Understand and follow oral and written instructions.

Abilities to:

- Perform responsible secretarial and dispatch work in a professional manner;
- Compile and maintain accurate and complete records and reports;
- Enter data quickly and accurately with excellent keyboarding and 10-key skills;
- Learn and effectively use district computer software;
- Learn and effectively use the district's dispatch system;
- Monitor budget expenditures to assist the Director of Transportation;
- Operate computer systems designed for district use, including but not limited to; the employee and substitute tracking software; school bus routing software; and the district's current office software;
- Learn and understand the Family Educational Rights and Privacy Act (FERPA); and
- Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines - *Any combination of experience and training that would likely provide the required knowledge, skills, and abilities are qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

Experience:

A minimum of three (3) years of advanced secretarial/dispatch experience which have provided the knowledge, skills and abilities outlined above.

Training:

High School diploma or equivalent.

Required Certifications and Licenses:

A valid Nevada driver's license is required at the time of hire.

CPR/First Aide certification required at the time of hire.

Physical and Mental/Intellectual Requirements: *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

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PHYSICAL CAPACITY REQUIRMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSEIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				

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UV Exposure				
Hazardous Chemicals/Waste >8 Hours Per Day				
Overtime/Irregular Hours	X			
Senses:				
Eyes				X
Visual Demanding Work				X
Near Vision			X	
Far Vision	X			
Depth Perception	X			
Basic Color Discrimination	X			
Audio Arms	X			
Ability to Smell	X			

Working Conditions: Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

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