



Longview Independent School District

JOB DESCRIPTION

SECRETARY TO TRANSPORTATION

JOB TITLE:	Secretary to Transportation	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Director of Transportation	TERMS:	226 Days
DEPARTMENT:	Transportation	PAY GRADE:	Clerical/Par 6

PRIMARY PURPOSE:

Facilitate the efficient operation of the transportation office and provide clerical services to the transportation director

QUALIFICATIONS:

Education/Certification:

High School diploma or GED
STEM training, preferred

Experience:

Two years secretarial experience, preferably in a public education environment

Special Knowledge and Skills:

- Proficient skills in typing, word processing, and file maintenance
- Excellent communications and interpersonal skills
- Ability to use personal computer and software
- Basic accounting and bookkeeping skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Organize and manage the routine work activities
2. Coordinate and maintain filing system for correspondence, purchase orders, and bus driver personnel
3. Acknowledge, research, and respond to inquiries made by officials, bus drivers, and department heads regarding special trips



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Receive, investigate and respond to inquiries and complaints registered by patrons, community agencies and school officials regarding transportation services
5. Prepare documentation for payroll and maintain master payroll ledgers; respond to and resolve employee questions regarding payroll
6. Maintain and update vehicle maintenance and parts used records; prepare inventory use reports
7. Assist in counting and recording annual parts and fuel inventory
8. Create and maintain fuel use and fuel inventory documentation; order fuel as needed
9. Prepare and distribute all correspondence
10. Assist in the preparation of transportation budget and type purchase orders; respond to and resolve questions from vendors
11. Exercise good telephone etiquette and take reliable messages
12. Ability to handle multi-tasks and detailed assignments
13. Comply with district policies, as well as state and federal laws and regulations
14. Adhere to the district's safety policies and procedures
15. Maintain confidentiality in the conduct of district business
16. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
17. Demonstrate regular and prompt attendance
18. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None



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EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, fax machine, calculator, fuel tank inventory control unit, two-way radio, and magnetic card encoder

WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data; ability to perform basic mathematics; ability to attend to detail; works with frequent interruptions; must be able to understand the logical flow of information within and among several computer programs

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; frequent light lifting and carrying (under 15 pounds); occasional moderate lifting and carrying (15-44 pounds).

EVALUATION: Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: Dec., 2019