Title: Transportation Secretary	**FLSA Status:** Exempt
Reports To: Transportation Director	**Pay Range:** refer to salary schedule
Prepared/Revised Date: Jan 20, 2023	**Work Year:** 9 months

SUMMARY:

Provide necessary office support to the Transportation Director to ensure the Transportation Department operates in a smooth and efficient manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Listed below are the essential tasks performed to achieve the purpose of this job. The frequency of each task is listed as follows: **(D)** daily, **(W)** weekly, **(M)** monthly, **(Q)** quarterly, or **(A)** annually. Also listed is the percentage of time each task requires on an annual basis. The total, including the percentage allocated to "other duties as assigned,"equals 100%.

Job Tasks Descriptions	Frequency	% of time
1. Assists Transportation Director with building bus routes at the beginning of the school year.	Y	10%
2. Assist Transportation Director with maintaining bus routes, bus assignments, arrival and departure times.	W	10%
3. Assist Transportation Director with communication and scheduling of athletics/activities.	W	10%
4. Responsible for monthly payroll of all transportation employees.	M	10%
5. Oversees the distribution, testing, and all requirements for district employees as small vehicle operators.	Y	10%
6. Assists Transportation Diretor with implementation of requirements for bus drivers: licensing, testing, training	Y	10%
7. Assists Transportation Director with CDE requirements and audits.	Q	5%
8. Assists Transportation Director with bus drills and other bus related school activities.	Twice a year	10%
9. Administer bookkeeping, accounting and financial functions including but not limited to vendor invoices and disbursing funds; monitoring budget.	W	10%
10. Coordinate administrative functions, including but not limited to: manage phone calls, answer inquiries, follow through on requests, solve non-routine problems, create reports and spreadsheets of information.	W	10%
11. Perform other duties as assigned.	D	4%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:
- High school diploma or equivalent
- Experience is preferred but not essential

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:
- Ability to interact and work effectively and cooperatively in a team environment
- Excellent oral and written communication skills
- Excellent computer skills including Microsoft and Google applications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks/priorities with frequent interruptions

LICENSES, REGISTRATIONS, OR CERTIFICATIONS:
- Must pass various pre-employment background screenings; required at entry

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with computers
- Operating knowledge of and experience with Microsoft Office, Google, financial software, email/calendar systems.

REPORTING RELATIONSHIP AND DIRECTION/GUIDANCE:
- Reports to: Transportation Director
- Direct Reports: This job has no supervisory responsibility

BUDGET AND/OR RESOURCE RESPONSIBILITY:

Budget Function	Responsibility			
	Sole	**Participate**	**Recommend**	**Not Applicable**
Develop a Budget				**x**
Administer a Budget				**x**
Monitor a Budget			**x**	
Coordinate a Budget			**x**	
Initiate a Requisition			**x**	

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

PHYSICAL ACTIVITIES	Amount of Time			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Stand		**x**		
Walk		**x**		
Sit				**x**

Use hands to finger, handle or feel				x

PHYSICAL ACTIVITIES	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT AND FORCE DEMANDS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy				x
Coordinate				x
Instruct			x	
Compute			x	
Synthesize			x	
Evaluate				x

Use Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS	REQUIRED TO PERFORM ESSENTIAL FUNCTIONS OF THE JOB
No special vision requirements	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL	Level of noise typical in the work environment for this job

Very quiet	
Quiet	
Moderate	**x**
Loud	
Very loud	

OTHER INFORMATION:
n/a

Mancos School District RE-6 does not discriminate on the basis of race, color, sex, religion, national origin, ancestry, creed, age, marital status, sexual orientation, genetic information, disability, or need for special education services in admission or access to, or treatment of employment in its educational programs or activities.

Mancos School District RE-6 is an equal opportunity and affirmative action employer and complies with Title IX and the Americans with Disabilities Act.

The signatures below indicate the job description has been reviewed by the employee with the supervisor.

_____   _____   _____

Employee Name (print)   Employee Signature   Date

_____   _____   _____

Supervisor Name (print)   Supervisor Signature   Date