POSITION DESCRIPTION

TITLE: Secretary, Transportation Manager

LOCATION: Transportation

REPORTS TO: Transportation Manager

DEPARTMENT: Transportation Department

SUMMARY STATEMENT:
Under the direction of the Transportation Manager, this position provides secretarial support for the Manager of Transportation, as well as the Transportation Department.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via e-mail, and in writing.
2. Answer and direct incoming telephone calls and/or respond to inquiries from the staff and the general public.
3. Operate two-way radio for communication with bus drivers.
4. Locate addresses on District maps for bus stop information.
5. Prepare monthly field trip billings to schools, departments, and outside agencies.
6. Compose, type, and distribute confidential and regular correspondence for department as required, using a computer.
7. Maintain general revolving fund petty cash, checkbook, and bank statements.
8. Maintain fleet vehicle inventory for the entire District.
9. Prepare monthly billing for Educational Service District (ESD) #112 for fuel and services rendered.
10. Maintain and order all supplies for the department.
11. Track all vendor invoices using an Excel spreadsheet, and prepare invoices for submission to Accounting for payment.
12. Prepare supply requisitions and purchase orders, maintain chart of accounts with encumbered balance budget for the department.
13. Prepare transaction log and balance procurement card transactions.
15. Maintain filing system accurately.
17. Assist in the preparation of State reports.
18. Maintain a ledger for mechanics' annual tool allowance.
19. Maintain an up-to-date understanding of the overall operation of the Transportation Department.

OTHER RESPONSIBILITIES:
1. Perform back-up support for co-workers as necessary.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
- Vision (66-100%)
- Hearing (66-100%)
- Writing (66-100%)
- Speaking (66-100%)
- Sitting (33-66%)
- Pushing/Pulling (Up to 33%)
- Lifting/Carrying Up to 50 lbs (33-66%)
- Bending (Up to 33%)
- Use of hands and or arms for repetitive motion (66-100%)
- Acceptable Attendance
- Standing (33-66%)

MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), typewriter, telephone, 10-key/calculator, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Typing/keyboarding of 50 wpm.
2. Minimum of three years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, using a Windows environment and Excel spreadsheet applications.
4. Demonstrated ability to communicate effectively with staff and the general public.
5. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
6. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
7. Must possess a good math aptitude.
8. Working knowledge of payroll system preferred in order to assist in payroll preparation.
9. Demonstrated ability to operate the office equipment as listed in the tools and equipment area above.
10. Demonstrated ability to problem solve.
11. Demonstrated organizational skills and the ability to follow through.
12. Demonstrated ability to handle multiple priorities at one time.
13. Demonstrated ability to establish and maintain confidentiality of sensitive information.
14. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: _____________________________________ Date: _________________

District: _________________________________ Date: _________________

Revised Date: 10/13/2016
Classification: Secretarial
Class: Class II
Display on Web? Yes

Secretary, Transportation Manager