



## **Secretary 5 / Transportation**

### **Purpose Statement**

The job of Secretary 5 / Transportation is done for the purpose/s of providing administrative and secretarial support to the transportation department; establishing and maintaining records; compiling and distributing a variety of digital and print documents and reports; coordinating activities; communicating and providing information to staff, patrons, and students; and responding to inquiries from a variety of internal and external sources.

This job reports to District Director Transportation

### **Essential Functions**

Answers and/or initiates phone calls for the purpose of conveying and/or receiving information, screening calls, transferring calls, and/or taking messages.

Assist with collecting and managing information for the purpose of state reporting.

Assists with the oversight of NovaTime or other employee timesheet software for the purpose of keeping accurate records of employee work hours for accurate compensation.

Attends work regularly to fulfill duties specific to the assignment for the purpose of for the purpose of providing quality educational experiences and continuity for students, parents, and the overall school community.

Collects and organizes data from a wide variety of sources (e.g. student information, attendance records, time sheets, calendars, field trip tickets, Transfinder or other transportation and mapping software, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator and the public as requested by supervisor.

Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.

Monitors a wide variety of activities on behalf of assigned supervisor (e.g. program components, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Orders and maintains inventory of supplies and materials for the purpose of maintaining availability of required items.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Performs functions of a bus driver when requested for the purpose of maintaining transportation services to the students of the district.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. parole hearing reports, purchase orders, letters, memorandums, meeting minutes, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Schedules a wide variety of activities (e.g. appointments, meetings, etc.) for the purpose of making necessary arrangements for assigned supervisor.

Serves as a liaison between schools and the transportation department for the purpose of maintaining open communication.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; interpersonal aptitude; and office practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping and accounting principles; business telephone etiquette; common office machines; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and multi-tasking.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

### **Required Testing:**

Pre-Employment DOT Drug Screening

### **Certificates and Licenses**

Utah DOT Medical Certificate  
State of Utah CDL-B w/ school bus & passenger endorsement  
CPR/First Aid Certificate  
Evidence of Insurability

### **Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position  
Required to work some evenings and weekends.  
Continuing Education Requirements

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Drug Test  
Pre-Placement Physical Capacities Test  
Post-Offer DOT Screening

**FLSA Status**  
Not Rated

**Approval Date**  
6/8/2023

**Salary Grade**  
Lane 5