

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

SECRETARY, DIRECTOR OF TRANSPORTATION

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of four (4) years related progressively responsible experience and / or training; or equivalent combination of education and experience.
- (3) Experience with: Google Suite, Student Information Systems (SIS), using spreadsheet functions and filtering.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform detailed office work including financial functions. Knowledge of office practices and procedures. Ability to use office equipment including computer, typewriter, calculator, copier, fax machine and other related equipment. Good oral and written communication skills exhibiting correct use of grammar, spelling and business English. Knowledge of bookkeeping and basic mathematics skills. Answer telephone calls in a courteous and professional manner. Skill in organization and time management. Ability to establish and maintain positive working relationships with others. Ability to maintain confidentiality when directed.

REPORTS TO:

Director of Transportation

JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned divisions / departments.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- 1) Compile and collect relevant data for audits, meetings and reports; assist drivers with student ridership list, ongoing and constant revisions in accordance with the FEFP survey cycles.
- 2) Perform clerical duties required by activities and functions of the department / division including receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- 3) Perform financial duties required by the activities and functions of the department / division including preparing payroll, maintaining inventory, purchasing equipment and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
- 4) Answer telephone, route and make calls, answer questions and provide information.
- 5) Maintain and update all information for specialized transportation; contact drivers and provide updated Individualized Educational Plans (IEP's) and 504 plans.
- 6) Maintain calendars for scheduling appointments, use of assigned facilities, interviews, deadlines, arrangements for meetings and department / division responsibilities.

SECRETARY, DIRECTOR OF TRANSPORTATION (Continued)

- 7) Organize office to obtain maximum efficient operation.
- 8) Collect and compile relevant data for audits, meetings and reports.
- 9) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- 10) Participate in training to update and expand clerical, financial, office practice and interpersonal skills.
- 11) Maintain harmonious working relationship with others.
- 12) Perform other incidental tasks consistent with the goals and objectives of this position.
- 13) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light Work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 6
Group 5 of the ESP Salary Schedule
DOE Job Code 82091**

Board Approval 05/25/2021