

### Assistant Supervisor of Transportation

#### Purpose Statement

The job of Assistant Supervisor of Transportation is done for the purpose/s of assisting in the implementation and maintenance of the assigned programs and services of the Transportation Services in conformance to District, State and Federal guidelines; serving as a resource to parents, other District personnel, the Board of Education and other Districts.

This job reports to Supervisor of Transportation

#### Essential Functions

- Assists in the development of long and short range plans as assigned (e.g. department budgets, policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Assists the department supervisor as needed and in his / her absence for the purpose of ensuring that all department and district goals are met and that all relevant legal and safety regulations are maintained.
- Assists in performing personnel administrative functions as assigned (e.g. hiring, training, supervising, evaluating, providing professional development opportunities, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a variety of policies and procedures, and/or monitoring program components.
- Facilitates meetings that may frequently involve a range of issues (e.g. personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Manages assigned program and/or departmental responsibilities for the purpose of achieving outcomes in relation to organizational objectives, and ensuring conformance with legal, financial and District requirements.
- Monitors program/services for the purpose of ensuring stated outcomes are achieved, relevant policies and procedures are met, and services are efficiently provided within budgetary guidelines.
- Oversees the dispatching of district bus routes and schedules for the purpose of ensuring the effective and efficient student transportation services while maintaining all relevant legal and safety standards.
- Participates in meetings and professional organizations as requested by the department supervisor (e.g. workshops, inter and intra district committees, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares and assists in the preparation of a wide variety of often complex materials (e.g. bus routes and schedules, department handbooks, plans, policies, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Researches information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, financial resources, etc. for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to a variety of individuals and groups (e.g. parental concerns, employees, administrators, other school districts, state and federal legal authorities, etc.) for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently allow a resolution to be reached.

- Supervises Transportation Department employees as needed and/or assigned for the purpose of ensuring that the department functions in a safe and efficient manner.

**Other Functions**

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in department; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures.

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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; 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; meeting deadlines and schedules; working as part of a team; setting priorities; and working with detailed information/data.

**Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a department, large work unit, and/or across several small work units; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Federal DOT Physical & Pre-Employment Drug Screen & Random Drug/Alcohol Screening

**Certificates and Licenses**

CDL Type B Driver's License w/PS endorsement & CPR/First Aid Certificate (by assignment) & Evidence of Insurability

**Continuing Educ. / Training**

Six hours annual training required by WY DOT & Maintain evidence of insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

