

Central Valley School District
Job Description

TITLE Transportation Technician

This position is part of a customer-oriented transportation team that is focused on provided quality transportation to those we serve. The individual performs a wide variety of tasks to assure the smooth, accurate and efficient operation of the Transportation office. Significant responsibility in ensuring payroll, billing, and State Reports are done accurately and on time.

ESSENTIAL JOB FUNCTIONS

The Transportation Technician may perform all or a combination of the following:

1. Working with the Department Secretary; maintain/perform all financial functions for the Transportation department budget including but not limited to payroll, reimbursements, purchasing, and procurement card monitoring and processing of travel requests.
2. Prepare and ensure transportation data reports (1022 form/STARS) is submitted on time and is accurate to OSPI in the Fall, Winter and Spring each year.
3. Determine appropriate program rider data; ensuring daily logs are accurately completed and recorded for program reporting for OSPI.
4. Coordinate all functions necessary for In Lieu of Transportation contract and mileage affidavit processing including estimated mileage calculation; correspondence with parent/guardian and in-district and out-of-district communication with receiving school, confirming attendance; and serving as liaison for accounts payable.
5. Confirm route times through Zonar, completing Staff Change Form; updating necessary worksheets, and providing staff with confirmation of their assignment.
6. Provide monthly billing reports to schools for field and activity trips as well as for special program transportation funding.
7. Coordinate with Department Secretary and Human Resources on posting requests and changes in staff FTEs/hours after calculating route times and existing needs.
8. Maintain and revise office files as required.
9. Assist Dispatch Staff and Secretary, as needed
10. Maintain Confidentiality
11. Ability to be flexible to meet departmental needs
12. Perform related duties as required by the Supervisor of Transportation.

REPORTING RELATIONSHIPS

This position reports to the Supervisor of Transportation

MENTAL DEMANDS

Experiences frequent interruptions; required to meet inflexible deadlines; requires concentration and attention to detail; required to handle last minute unexpected project requests; may occasionally deal with distraught or difficult individuals. Ability to multi-task.

PHYSICAL DEMANDS

Required to sit for prolonged periods; exposed to visual display terminal for prolonged periods; dexterity and precision required in the operation of a computer and other technology equipment (e.g. lap top, scanner, projector, etc.) ; exposure to high noise levels from two-way radios and phones.

QUALIFICATIONS

1. AA degree or more preferred.
2. A minimum of 2 years experience in an office setting .
3. Training and/or experience in accounting and bookkeeping preferred.
4. Demonstrated skill in completing state and federal reporting requirements.
5. Demonstrated skill in Microsoft WORD, Excel, PowerPoint, Publisher and Adobe Acrobat. Willingness to learn other programs as needed.
6. Knowledge of and ability to use office machines; i.e. computer, scanner, collator, laminator, copy machine, fax machine, booklet binders, etc.
7. Ability to compute mathematical and statistical data; demonstrated skill in preparing Excel spreadsheets and maintaining accurate fiscal records.
8. Excellent skills in oral and written communication.
9. Demonstrated organizational skills.
10. Excellent 10-key and typing skills.
11. Demonstrated skills in proof-reading documents for accuracy, completeness, grammar, spelling and style.
12. Demonstrated public relations skills.
13. Demonstrated ability to multi-task and be flexible in the workplace.
14. Demonstrated ability to work independently.
15. Demonstrated skills in the operation of the Internet for research assignments, e-mail and other operations.
16. Willing to share with and assist other department staff when appropriate and when time allows.
17. Use of independent decision making as needed when administrators are unavailable for consultation.

UNIT AFFILIATION

PSE – Technical

OTHER CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.
