

JOB DESCRIPTION

TITLE TRANSPORTATION BUSINESS MANAGER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree in Business or related discipline from a four-year college or university; or five years related office/business experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Basic computer skills required (e.g., ability to use email).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	Notary
Reasoning Ability	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to work independently and provide direction to other staff.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Transportation

GENERAL RESPONSIBILITIES

1. Assists the Director in the preparation and monitoring of the annual department budget.
2. Manages daily business functions of the Transportation Department.
3. Supervises duties of assigned staff.

SPECIFIC RESPONSIBILITIES

1. Manages the daily budgetary functions of the Transportation Department such as payroll uploads to TERMS, work orders, purchase requisitions, accounts receivable, accounts payable and property records.
2. Supervises the clerical and other on-site department staff.
3. Attends meetings and prepares reports as appropriate.
4. Maintains records, reports and files as appropriate.
5. Manages all license and permit files necessary to the function of the department and the personnel therein and insures that such are current and up to date.
6. Assists the department in the development, publication and submission of specifications for equipment, materials, contracted services and projects undertaken by the department staff.
7. Coordinates the annual fixed inventory for all Transportation sites.
8. Prepares billing for repair work and fuel for all school departments. Prepares billing for cooperative fuel used between Collier County Fleet Management and the District each month for all fueling sites.
9. Audits student eligibility for transportation to include students in hazardous walking areas.
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areas.

11. Prepares purchase order requisitions for all Transportation Department vendors including new buses and district vehicles.
12. Prepares surplus vehicle listing and necessary paperwork for surplus items.
13. Performs as Notary for all Transportation business.
14. Serves as custodian of field trip credit cards, cell phones, and gate keys.
15. Compiles and collates data for annual Transportation report.
16. Performs all other duties as assigned.