

## JOB DESCRIPTION

TITLE SECRETARY TO THE DIRECTOR OF TRANSPORTATION

### 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	One year certificate with an emphasis in business management or related discipline from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience which provides the required knowledge, skills and abilities for this position. Advanced computer skills are required (e.g., ability to use email, Word, Excel, etc.).
Language Skills	Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
Certificate/License	N/A
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, crawl, talk, and hear. 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. Provides administrative and secretarial support to the Director of Transportation and Directors' staff to enhance the function of the department.
2. Exercises initiative and judgment in a very fast paced environment within an assigned scope of authority and assumes responsibility with minimal supervision.
3. Maintains public and employee confidence by keeping information confidential.

#### SPECIFIC RESPONSIBILITIES

1. Prepares forms and correspondence for the Director and Directors' Staff and forwards to personnel concerned. Maintains and updates department staff contact lists including addresses and phone numbers.
2. Conserves directors' time by routing correspondence; analyzing information; drafting letters, reports and documents. Files letters, reports and related department of education information in the prescribed manner.
3. Answers incoming telephone calls for the Director and refers them to the appropriate staff member, when necessary. Records, maintains and transmits detailed message log.
4. Opens and distributes all U.S. mail and internal mail to staff.
5. Maintains records of computer files and performs data entry for files as necessary.
6. Orders Transportation Forms with contracted office supply vendor(s).
7. Assists in the preparation of reports and documents.
8. Maintains all contracts on file and a list of all outside agencies that are provided transportation contracted services
9. Processes all paperwork for mileage in lieu of transportation.
10. Gathers information from all areas in the department to create a Transportation Newsletter.
11. Transcribes notes and minutes of conferences, meetings and functions as required.

12. Performs research to include but not limited to State Statutes, Florida Administrative Code, Department of Education Regulations and School Board Policy.
13. Maintains a schedule of appointments and makes arrangements for conferences. Completes travel arrangements, to include securing plane tickets, hotel rooms, car rentals and conference registration, etc. Prepares reimbursement forms for travel.
14. Responsible for maintenance of electronic equipment such as the fax and copy machines throughout out all Transportation locations. Submits work orders as needed for repairs.
15. Organizes and maintains departmental library to include but not limited to State Statutes, Florida Administrative Code, Department of Education Regulations and School Board Policy.
16. Performs other duties as assigned.