



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

Administrative Assistant -Transportation

FLSA Status:

Non-Exempt

Qualifications:

High School Diploma (required)
Desire to continue career improvement by enhancing skills and job performance

Experience:

Job related experience with increasing levels of responsibility

Clearances:

Criminal Justice
Fingerprint/Background
Clearance

Support Staff Salary Schedule:

Range 14

Reports to

Director of Transportation

Terms of Employment

260 days, 8 hours per day, with benefits according to Board policy

Purpose Statement

The job of Administrative Assistant – Transportation is done for the purpose/s of providing a variety of secretarial support to the Transportation department; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports;

Essential Job Functions

- Performs office management tasks.
- Assists with processing transportation staff payroll.
- Maintains transportation personnel files and records, and district specific grievance research.
- Tracks transportation employee transfers and hours changes
- Verifies employee calendar for payroll purposes.
- Prepares and processes purchases orders for the Transportation department.
- Track and verify ALD/time off for all transportation employees.
- Maintains files and records for the transportation department and warehouse.
- Utilizes transportation software.
- Has a good working knowledge of the geographical areas of the school district and the attendance areas for schools.
- Answers telephone in a pleasant and respectful manner and routes calls to the appropriate personnel.
- Updates website.
- Operates personal computer and other office equipment with a high degree of skill.
- Performs budgeting, requisitioning, and bookkeeping tasks as needed following established district rules and regulations.
- Consistent and regular attendance is an essential function of this position.
- Required to use time and attendance clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

Other Job Functions

- Greets visitors and clients in a pleasant and respectful manner and responds to inquiries in a timely manner.
- Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.
- Possesses autonomy in performing some administrative functions through to completion.
- Works with the Director of Transportation on confidential labor and employment matters and participates in assisting or researching grievance case process for management.
- May participate in the meet and confer process.
- Demonstrate professionalism and appropriate judgment in behavior, speech, dress and appropriate professional manner for the work setting.
- Demonstrates effective human relations and communication skills.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.

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 standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; bus routing and dispatching; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify 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: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; and effective communication skills

Physical Demands

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 70% sitting, 15% walking, and 15% standing.

Conditions and Environment

The job is performed under minimal temperature variations and in a clean atmosphere.