

Transportation Secretary Tompkins County

Department: Dryden, Trumansburg and Lansing Central Schools

Classification: Competitive

Approved: 06/27/1997

Revised: 12/98; 6/01; 1/16

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered two year college or university with an associate's degree in secretarial science or closely related field and two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting which must also have involved typing using a typewriter, word processor or personal computer; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting which must also have involved typing using a typewriter, word processor or personal computer; **OR**

(c) Any combination of training and experience equal to or greater than that defined in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

NOTE: An incumbent in this position may be required to serve as a substitute bus driver on occasion. If this is a requirement of the school district, an appointee will be required to obtain a New York State Commercial Drivers License Class B with P endorsements and a New York State Education Department school bus driver certification prior to the end of the probationary period.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is mainly responsible for independently performing complex clerical operations in support of the Dryden and Trumansburg Central School's Transportation Department. The incumbent may also be required, in an emergency, to substitute as a school bus driver in the absence of regularly scheduled drivers. The clerical duties will consist of, but will not be limited to: database maintenance, manipulation and report preparation; computerized record keeping; word processing; reception duties; radio dispatch; route, driver, field trip scheduling; and filing. The work calls for the frequent exercise of independent judgment and the application of departmental policies when giving out information. Employees in this class work under the general supervision of the Transportation Supervisor. The incumbent will perform all other related duties as required.

TYPICAL WORK ACTIVITIES:

- Uses a personal computer to maintain the Transportation Department's database;
- Manipulates a database to generate such reports as: routing; accounts payable and vendor information; outside billing; field trip schedules; vehicle maintenance/inventory; driver time analysis; budget analysis; student transportation discipline files; vacation, sick, seniority, personal time and payroll records.
- Answers telephone calls, takes and forwards messages;
- Answers general questions regarding established transportation policy and refers more technical problems and questions to the supervisor;
- Receives changes in student routing from schools, parents and/or drivers, records, distributes and appropriately files student routing information;
- Receives and transmits necessary radio communications to drivers and transportation staff as needed and in accordance with FCC rules and regulations;
- Follows policy/contract guidelines to cover bus run shifts in need of substitute bus drivers;
- Posts field trip lists and assigns drivers in accordance with established district contract/policy;
- Performs paper and electronic file maintenance;
- Maintains a petty cash account;
- Uses a word processing program to prepare various Transportation Department correspondence and the Daily Bulletin;
- Receives Transportation Department mail and messages, opens and/or distributes as appropriate;

- Operates a school bus as a substitute driver as needed.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of general office terminology, procedures and equipment;
- Thorough knowledge of business arithmetic and English;
- Good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned;
- Good knowledge of driving safety practices and traffic laws and regulations;
- Working knowledge of the operation of a two way radio communication system including FCC regulations;
- Skill in operation of a bus under a variety of driving and road conditions;
- Ability to handle routine administrative details independently, including the composition of reports, letters and memoranda;
- Ability to understand and carry out complex oral and written instructions;
- Ability to operate an alphanumeric keyboard such as a typewriter, word processor, or personal computer at an acceptable rate of speed;
- Ability to perform close, detail work involving considerable visual effort and strain;
- Ability to work effectively with a variety of adults and children;
- Confidentiality, flexibility and tact are required;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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