

Assistant Director of Transportation

Purpose Statement

The job of Assistant Director of Transportation is done for the purpose of supervising student transportation services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established time frames and standards.

This job reports to Director of Transportation

Essential Functions

- Communicates with district staff, drivers and parents for the purpose of sharing transportation operating procedures and responding quickly to complaints and concerns.
- Conducts regular inspections for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Maintains personnel records and other mandated information which is required for the purpose of meeting regulatory requirements.
- Manages the work activities within the transportation department for the purpose of organizing assignments, monitoring programs, and ensuring completion within established guidelines.
- Oversees training for new school bus drivers, bus aides, and office staff for the purpose of evaluating and reviewing bus drivers' and applicants' job knowledge and complying with state requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of materials (e.g. reports, procedures, department manual, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergencies including after hours situations for the purpose of addressing immediate safety concerns.
- Supervises department personnel, including hiring/termination recommendations, planning/scheduling/coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: People skills; supervisory skills; time management; interviewing and hiring skills; writing and communication skills.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: state and district policies and regulations; knowledge of Raytown boundaries; and student and parent management.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently 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: ability to multi-task; and organization skills.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes. .

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

CDL
Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOT Physical

FLSA Status

Exempt

Approval Date

Salary Grade