



HEMET UNIFIED SCHOOL DISTRICT  
1791 West Acacia Avenue – Hemet, CA 92545 – (951) 765-5100

## TRANSPORTATION SERVICES ASSISTANT

### **JOB SUMMARY:**

Under the direction of the Director of Transportation, to perform a variety of highly independent and complex support services; assist the Director with administrative and technical detail; serve as designee in handling matters related to departmental, staff and community relations; serve as a liaison between the Director of Transportation and legal counsel, state agencies, organizations; supervise various transportation staff; plan, coordinate and organize office activities and flow of communications; do other related work as may be required.

### **ESSENTIAL FUNCTIONS:**

- Attend meetings, compose minutes, follow up to make sure that necessary actions are initiated;
- Provide leadership and act as a resource person to site, department, and district office secretarial and support clerical staff;
- Interpret Board Policy and Administrative Regulations;
- Compose correspondence on own initiative,
- Receive visitors, screen and process communications from the public, staff, and parents, and refer to an appropriate staff member; or scheduling an appointment;
- Articulate District policy and procedures and convey information regarding District programs and functions;
- Make decisions on procedural matters within the scope of the position's responsibility;
- Independently compose, prepare, and assemble materials such as communication updates and summary reports, including the annual goals;
- Research topics, collect and compile statistics, financial, legislative, and other diverse and specialized data;
- Coordinate the Director's calendar, schedule appointments and meetings;
- Transmit confidential, controversial, or sensitive information involving contacts with a wide variety of individuals, including the District's legislative and legal representatives, and the media;
- Prepare Board agenda items;
- Prepare agendas, agenda items and supporting documents for the Board;
- Attend meetings and prepare minutes;
- Contract management;
- Prepare Grant proposals, monitor grant expenditures, funding, and documentation requirements;
- Design and implement systems to maintain complex files and records;
- Receives and transcribes from equipment or in person various correspondence;
- Train, orient, supervise and coordinate the work of subordinate office clerical employees;
- Coordinate and assist with the yearly bidding process of routes to follow CSEA guidelines;
- Assist, monitor, and coordinate with mandated Drug and Alcohol testing program;
- Plan, organize, coordinate and supervise staff and the functions of the transportation operation;
- Resolve personnel matters related to the CSEA guidelines;
- Plan, develop and implement policies, guidelines, handbooks and operational procedures in accordance with Board Policies and legal requirements.

### **KNOWLEDGE OF**

- Policies, laws, rules and regulations related to functions of the District;
- CSEA Bargaining Unit Contract;
- Bidding policies and practices;
- Functions of a Transportation Department and its policies;
- Function of District divisions, departments and programs;
- Principles and practices of training and providing work direction to others;
- Modern office practices, procedures and equipment;
- Letter and report preparation procedures;
- Grant proposal preparation and funding practices;
- Word processing, spreadsheet, and presentation software programs;
- Organization and data collection processes;
- Agenda preparation and distribution techniques;
- Data management;

## TRANSPORTATION SERVICES ASSISTANT

### **KNOWLEDGE OF (continued)**

- Contract Management;
- Storage and retrieval systems;
- Receptionist and telephone techniques and etiquette;
- Correct usage of English grammar, spelling, punctuation, and vocabulary;
- Computational methods.

### **ABILITY TO:**

- Perform a variety of highly independent, difficult and complex administrative support services independently and effectively;
- Assist confidentially and with discretion;
- Read, interpret, apply, and articulate rules, regulations, policies and procedures;
- Analyze difficult and sensitive situations and adopt an appropriate course of action;
- Maintain current knowledge of District policies, programs, and procedures;
- Compose correspondence and other narrative material;
- Assemble and compile data/information and prepare reports;
- Prepare, review, and distribute agendas and agenda items as assigned;
- Work autonomously;
- Organize tasks, set priorities & meet deadlines;
- Manage multiple tasks;
- Respond appropriately to direction & changes in the work setting.
- Operate a variety of office equipment including computers, typewriters and Dictaphone equipment;
- Maintain complex files and records;
- Type or keyboard data at an acceptable rate of speed;
- Establish and maintain effective and cooperative working relationships with those contacted in the performance of duties;
- Effectively resolve personnel related issues.

### **EDUCATION AND EXPERIENCE:**

High school diploma and five (5) years of increasingly responsible secretarial experience preferably in a school district or public agency. Experience as an Administrative Secretary or Assistant Confidential in nature to a key School District Administrator, requiring the supervision or coordination of other office personnel.

### **REQUIRED LICENSE AND/OR CERTIFICATES:**

- Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

### **PHYSICAL DEMAND AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/ down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/ carry office supplies, up to 10 pounds (occasionally), to 30 pound (infrequently); use seeing, hearing and speaking.

**Working Conditions:** Indoor office setting; Exposure to usual office noise, equipment & supplies, office dust and possible odor of perfume, deodorizer or disinfectants.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

### **EMPLOYMENT STATUS**

Management Position

May 2009