

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE August 7, 1991  
 LAST REVISION DATE January 2017  
 BAND & GRADE B-2-1-4

POSITION TITLE: Secretary to the Transportation Coordinator

IMMEDIATE SUPERVISOR: Transportation Coordinator

Job Summary (Basic Purpose of Position)

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

Provide general clerical/secretarial assistance and support to the Transportation Coordinator to ensure effective office operations and communications with students, parents/guardians, staff, school district administration and the community. Coordinates the District DOT drug and alcohol testing program.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
<p><b>1.00 PROVIDE GENERAL SECRETARIAL/CLERICAL ASSISTANCE</b></p> <p>1.01 Greet and screen visitors and calls; determine when incoming calls involve crisis situations and relay information, calls and messages to appropriate staff.</p> <p>1.02 Compose and/or edit and type correspondence for the Transportation Coordinator.</p> <p>1.03 Prepare and sort mail.</p> <p>1.04 Develop and maintain a variety of office files.</p> <p>1.05 Maintain a neat and orderly office.</p> <p>1.06 Operate all office machines; such as a calculator, copy machine, computer, two way radio and telephone.</p>				<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Transportation policies and procedures.</li> <li>2. District policies and procedures.</li> <li>3. Transportation laws, regulations and policies.</li> <li>4. State and Federal DOT and Non-DOT drug and alcohol testing program rules and regulations.</li> <li>5. District streets, roads and highways.</li> <li>6. Maps and plats.</li> <li>7. Bus routes and stops.</li> <li>8. Available extra vehicles.</li> <li>9. Available substitute drivers.</li> <li>10. Two-way radio communication.</li> </ol>	<p>1.01 All visitors were greeted in a courteous manner and referred to appropriate staff as needed.</p> <p>1.02 Documents were prepared accurately and in a timely manner.</p> <p>1.03 Mail was prepared and sorted correctly.</p> <p>1.04 Documents were filed accurately.</p> <p>1.05 Office is neat and orderly.</p> <p>1.06 Office equipment is in good working order.</p>

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

1.07 Maintain required records and reports as directed by the Transportation Coordinator.		M		11. Building and District Crisis Management plan(s).	1.07 Records and reports were maintained as directed.
1.08 Schedule appointments and meetings for the Transportation Coordinator.		D 2%		12. Student management system/software.	1.08 Transportation Coordinator's schedule is maintained and up to date.
1.09 Maintain a variety of electronic documents used by the Transportation Coordinator.		M		13. Applicable state/federal rules and regulations.	1.09 Maintained electronic documents as directed by the Transportation Coordinator.
1.10 Communicate with students, parents/guardians, patrons and public.		D 3%		14. Community and student concerns.	1.10 Accurate information was provided to patrons, staff and students.
1.11 Relay school transportation information to a variety of publics as directed: 1) Administrative office. 2) Other school districts. 3) Minnesota Department of Education. 4) Law Enforcement. 5) Occupational Health Provider(s)		W		15. Computer technology.	1.11 Accurate information was provided.
1.12 Utilization of telephone: 1) Receive and direct calls. 2) Determine who should receive the call and when to deliver the message. 3) Route calls to other offices in the district as needed.		D 3%		16. Composition of letters and reports.	1.12 Calls were screened and referred to appropriate staff.
1.13 Inventory and order office supplies, design forms as needed; organize materials so they are easily accessible.		W		17. Past practices and location of historical information.	1.13 Maintained an adequate supply of forms and created new forms as directed.
1.14 Generate various lists from the computer system(s).		W		18. Records retention requirements.	1.14 Generated accurate lists as requested.
1.15 Prepare and process requisitions, invoices and		D 5%		19. Correct grammar usage, spelling and punctuation.	1.15 Requisitions, invoices and purchase

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

purchase orders as requested by supervisory staff.				situations and with frequent interruptions.	orders were prepared and processed in a timely manner.
1.16 Maintain the list of all authorized Type III vehicle operators.		W		10. Resolve problems.	1.16 List of authorized Type III drivers is complete and up to date.
1.17 Conduct routine driver's license checks for all CDL and Non-CDL operators.		A		11. Meet deadlines.	1.17 Routine driver's license checks were completed and documented.
<b>2.00 DOT DRUG &amp; ALCOHOL TESTING PROGRAM</b>				12. Maintain confidentiality.	
2.01 Perform as primary Designated Employee Representative (DER) for DOT drug and alcohol testing program.		M		13. Operate and maintain office machines.	2.01 Completed DER duties for DOT drug and alcohol testing program in a timely manner.
2.02 Perform as secondary Designated Employee Representative (DER) for Non-DOT drug and alcohol testing program.		M		14. Demonstrate consistent and reliable attendance.	2.02 Completed DER duties for Non-DOT drug and alcohol testing program in the absence of the primary DER.
2.03 Maintain list of all staff subject to DOT drug and alcohol testing.		M		Skill in:	2.03 List is complete and up to date.
2.04 Coordinate all DOT drug and alcohol testing with applicable occupational health provider(s).		W		1. Typing.	2.04 Coordinated testing procedures with occupational health provider(s).
2.05 Receive DOT drug and alcohol testing reports and provide appropriate notifications to staff.		M		2. Filing.	2.05 Received reports and notified appropriate staff in a timely manner.
<b>3.00 ROUTING &amp; SPECIAL TRIPS</b>				3. Operation of office equipment.	
3.01 Assist in the scheduling of routes or corrections to make routes more efficient and meet time requirements.		D 3%		4. Operation of computer hardware and software	3.01 Bus routes and stops are on file and bus routes are time and mile efficient.
				5. Organizing.	
				6. Delegation.	
				7. Using time effectively.	
				8. Maintaining accurate records.	

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

3.02 Assign drivers for extra curricular and other between schools transportation.		D 15%			3.02 Drivers for extra trips were qualified for the job performed.
3.03 Assist in dispatching of spare buses and/or sub drivers.		D 5%			3.03 Assisted in dispatching spare buses and substitute drivers.
3.04 Communicate messages and information on the two-way radio system.		D 3%			3.04 Information was communicated quickly.
3.05 Maintain reporting system and submit monthly reports to the District business office regarding extra curricular trips, field trips or any other vehicle charges to transportation from schools.		D 10%			3.05 Monthly expenditure reports were completed and distributed in a timely manner.
3.06 Prepare data for state and local reports. Assist in preparation and maintenance of department budgets.		W			3.06 Data was sorted to provide information for state reports and budgets.
<b>4.0 PERSONNEL RECORDS &amp; FORMS</b>					
4.01 Review timesheets for accuracy of hours worked, pay rates and proper account coding and submit to the Human Resources Office.		W 10%			4.01 Timesheets were completed, checked for accuracy and turned in on time.
4.02 Maintain, prepare and submit reports requested by the Human Resources Office.		M 5%			4.02 Monthly reports were submitted to Personnel.
4.03 Fill out and process request for travel vouchers, accounts payable vouchers and petty cash vouchers for all transportation personnel as needed.		D 5%			4.03 Travel vouchers, accounts payable vouchers, petty cash vouchers and purchase orders are complete.
4.04 Complete Employment Forms to implement new hires, schedule changes, separations, etc. and submit to the Human Resources Office.		W			4.04 Employment Forms were completed and submitted to the Human Resources Office in a timely manner.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
--	----------------	----------------------	----	--	---

NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS

4.05 Review employee Request for Leave Forms to ensure accuracy and that requests are consistent with District policy.		D 5%			4.05 Request for Leave Forms were reviewed for accuracy and submitted in a timely manner.
<b>5.0 FUEL SYSTEM</b>					
5.01 Prepare and review daily fuel system reports.		D 3%			5.01 Daily fuel system reports reviewed and filed appropriately.
5.02 Manage issuance and monitoring of fuel system keys/cards.		M			5.02 Issue, monitor and collect fuel system keys/cards consistent with department procedures.
5.03 Maintain records regarding fuel tank testing and provide reports to MPCA, supervisory staff, administrators, etc. as requested.		M			5.03 Prepared and maintained fuel tank testing records and provided records as requested.
<b>6.0 OTHER</b>					
6.01 Performs other duties as assigned by designated supervisory staff.					6.01 Duties assigned will be completed to the satisfaction of the supervisor.