



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Transportation Administration Assistant
Payroll/Personnel Type:	12 Month
Job #:	XXXX
Reports to:	Director of Transportation
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

This position provides primary and complex administrative/secretarial support to the Director of Transportation. Incumbents require a thorough knowledge of organizational operations, policies and procedures, and assigned departments or programs. The Administrative Assistant I classification provides primary support to a Coordinator or Director of a program or secondary support to higher-level administrators. The classification performs varied and responsible administrative assistant duties requiring a thorough understanding of a program or functional area.

Essential Functions:

- Provides clerical support to the Director and another manager in the Transportation office; organizes and expedites the flow of work through the department
- Performs specialized secretarial duties designed to relieve the Director of clerical and administrative support detail; coordinates department-related communications as assigned.
- Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking, and recording information.
- Establishes and maintains record systems and files; updates and maintains complex records and reports related to assigned programs and activities including those of a confidential nature; prepares Board reports and agenda items as assigned by the Director.
- Generates and modifies various documents as assigned; compiles reports, handbooks, and special projects from a variety of sources; initiates queries and generates various computerized lists and reports as requested.
- Inputs a variety of program-related data into an assigned computer system; assures accuracy of input and output data; inputs and updates employee and student information as assigned.
- Updates and maintains assigned calendars; arranges and schedules meetings, appointments, and interviews; assists with arranging and scheduling special events, professional development events, and other program-related events as assigned by the Director.
- Assists the Director with meeting preparation; sends invitations, prepares agendas, makes copies of handouts and materials, reserves and sets up conference and meeting rooms accordingly; arranges for meeting refreshments; attends assigned meetings and takes meeting notes; distributes meeting notes to appropriate parties.
- Performs a variety of clerical accounting duties in support of assigned program or office as assigned; tracks assigned budgets according to established procedures; performs budget transfers as assigned; prepares deposits as assigned and according to established procedures
- Submits purchase orders, work orders, warehouse orders, personnel requisitions, facility requests, travel requests, consultant paperwork, and requests for reimbursements as assigned; processes stipends for assigned personnel according to established procedures as assigned; receives and processes applications and paperwork related to assigned department and program.



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- Tracks absences for department personnel as assigned; arranges for substitutes as needed and performs related duties; inputs employee attendance information in an assigned system.
- Screens calls and visitors and screens incoming correspondence routed to the assigned administrator for priority and background information.
- Communicates various personnel, departments, outside agencies, and community members to exchange information, coordinate activities, and resolve issues or concerns; receives and responds to phone calls.
- Operates a variety of office equipment including a copier, fax machine, computer, and assigned software.
- Monitors inventory levels of office and designated supplies as assigned; orders receives, and maintains appropriate levels of inventory as required.
- Assists with special projects and tasks related to the transportation office,

Knowledge, Skills, and Abilities:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Director of administrative and clerical detail
- Interpersonal skills necessary to handle high-stress volumes of calls
- Ability to multi-task by listening to radio transmissions, answering telephones observing GPS, and using complaint software simultaneously.
- Ability to speak clearly to communicate.
- Ability to operate a personal computer and Microsoft Office products to include Word and Excel required.
- Must be able to handle frequent interruptions and deadlines to include changes in schedules due to special student activities including early dismissal, etc. Ability to sit or stand for long periods. Ability to reach, bend, and stoop.
- Excellent communication skills necessary to positively interact with the students and staff members.
- Ability to maintain a professional appearance and possess a calm and respectful demeanor when interacting with students, parents, and school personnel.

Experience:

- Two (2) years of call center customer service experience.

Education:

- Any combination equivalent to graduation from high school supplemented by college-level course work in a related field and three years of increasingly responsible administrative or clerical support experience.
- Proficiency in Spanish is a plus

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Clarity of vision at 20 feet or more and 20 inches or less, bring objects into sharp focus and see up and down or to the right or left while fixed on a point
- Must possess a valid driver's license
- Must be physically able to operate a motor vehicle



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Working Conditions and Environment

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____
Employee	Date
_____	_____
Immediate Supervisor	Date
_____	_____
Human Resources	Date

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.