



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

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

Position Summary:

The Transportation Associate performs duties required to assist in district transportation efforts. The Transportation Associate will also provide routine clerical support of limited complexity requiring the exercise of independent judgment in making decisions by the variety of established rules and regulations as designated by the Director of Transportation. This position requires competencies such as excellent customer service skills, the ability to answer high-volume calls, communicate efficiently with parents, school-based staff, vendors, and various departments with the ability to support a multi-functional team.

Essential Functions:

- Answer a multi-line telephone system with the ability to answer questions, take messages, route calls to the appropriate department, and resolve customer concerns
- Performs a full range of specialized administrative tasks and technical support functions in support of the daily business operations of the Transportation department, e.g. logging stop requests in bus routing application, and providing information to parents and schools using Versa Trans routing software, inks, and Synovia.
- Keeps a communication log.
- Type letters, memoranda, reports and forms, and invoices from rough draft, handwritten copy, verbal instructions, or established procedures using word processing software; may compose letters independently.
- Must be able to answer a high volume of calls
- Perform other office functions such as opening and distributing mail, making copies, sending and receiving emails, greeting and directing visitors
- Provide administrative support to meetings, and secure dates and locations. Provide agendas and sign-in sheets for all participants
- Takes notes/recollections, minutes, and transcribes from meetings and formal proceedings Composes correspondence and forms on routine department matters
- Ensuring to maintain files and records manually and electronically to provide up-to-date reference trail, availability of information as needed, and ensuring confidentiality
- Must be able to work an 8-hour shift or more
- Opens and closes the transportation office
- Perform other duties as assigned

Experience:

- Minimum of 1-2 years of job-related experience
- Preferred: Secretarial/Clerical experience in the school environment



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Education:

- High school education or equivalent plus additional specialized training in typing/word processing and business practices

Knowledge, Skills, and Abilities:

- High degree of skills in customer service including finding ways to actively help people
- Conflict resolution skills
- Ability to learn new skills quickly
- Exert a level of professional and courteous behavior
- Ability to proficiently utilize computer software, i.e., Microsoft Office Suite (Microsoft Outlook, Microsoft Word, PowerPoint, Excel, and MS Teams)
- Excellent oral and written communication skills
- Ability to understand written sentences and paragraphs in work-related documents
- Ability to handle confidential, sensitive information
- Ability to demonstrate positive thinking skills in critical situations
- Work effectively under pressure with changing work demands
- Excellent organizational and time management skills
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to interpret instructions furnished in written or oral form

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

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 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:



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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.