



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

Position Title:	Director of Transportation
Payroll/Personnel Type:	12 Month
Reports to:	Building Commissioner/Deputy Superintendent of Operations

Position Summary:

The job of Transportation Director was established for the purpose/s of directing Transportation services; providing information and serving as a resource to District administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with District objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff.

Essential Functions:

- Assesses incidents, complaints, etc. (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements
- Facilitates and/or participates in meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative
- Inspects all aspects District transportation services for the purpose of ensuring that transportation activities are completed efficiently, and within regulatory requirements
- Oversees vehicle preventative maintenance programs and activities for the purpose of ensuring school vehicles are maintained in a safe and effective operating condition
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force
- Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the District's goals and objectives
- Researches new equipment / vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide services



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Knowledge, Skills, and Abilities:

- SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control
- KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job includes pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices
- ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment
- Independent 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 moderate
- Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions

Experience:

- Job related experience with increasing levels of responsibility (required)

Education:

- Bachelor's Degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- 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
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment



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- 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	_____ 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.