



EMPLOYEE NAME: \_\_\_\_\_

Revised: 2/87; 3/92; 9/92; 3/93; 5/93; 6/93; 11/94; 5/95  
5/95; 10/96; 1/98; 11/08; 7/11; 10/12; 4/16; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Administrative Assistant, Fleet Maintenance	<b>JOB CODE:</b> 474D
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Office Clerical/Technician
<b>DEPARTMENT:</b> Fleet Maintenance	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Associate Director, Fleet Maintenance	<b>PAY GRADE:</b> Rank V (NC05)
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides administrative support for the Associate Director of Fleet Maintenance; assists the Fleet Maintenance staff, provides training as needed for office support staff.	

**REQUIREMENTS:**

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 years experience in performing responsible clerical duties
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills & Abilities: Written and oral communication skills; math aptitude and analytical skills; Microsoft Office to include Word, PowerPoint, Excel, and Access; leadership and supervisory skills; excellent customer relations skills

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Assists in administering parts/service vendors in acquisition and payment, including quotes, bids.
3.	Assists in the administration of the Fleet Management asset tracking software.
4.	Answers phone, maintains filing, types correspondence, orders supplies, makes appointments and maintains calendar, handles department mail, operates and troubleshoots office machines, completes all processes related to travel for Department staff.
5.	Monitors and reconciles procurement cards, posting procurement charges weekly for the Fleet Maintenance Department.
6.	Prepares service reports for payroll for Fleet Maintenance Department.
7.	Coordinates the Fleet Maintenance Benefits open enrollment process.
8.	Coordinates employee uniform program and monthly statement with the Payroll Department.
9.	Initiates job requisitions and employee action forms in TalentEd; schedules applicant interviews, submits the begin hire process for new hires, as well as submits EAF's for employees that are leaving the department.
10.	Submits Maintenance and Technology requests.
11.	Coordinates the purchase of title, registration, and license plate for all CCSD buses and vehicles. Coordinates payment to the Department of Revenue for annual highway impact fees for all CCSD buses and vehicles that are required.
12.	Compiles and maintains budget expenditure reports.
13.	Coordinates site vending machines inventory, funds, and reconciliation.
14.	Coordinates, instructs, trains and monitors the work one part-time office clerk.
15.	Coordinates DOT physical recertification appointments with current vendor for Fleet Maintenance personnel.
16.	Maintains a list of employees with building alarm codes for Transportation and Fleet Maintenance locations.
17.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_