



EMPLOYEE NAME: _____

Revised: 1/86; 9/92; 3/93; 5/93; 11/94; 5/95; 9/96; 4/08; 10/12; 7/13; 8/16; 6/18

JOB DESCRIPTION

POSITION TITLE: Secretary VI, Transportation	JOB CODE: 487B
DIVISION: Operational Support	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Transportation	WORK DAYS: 238
REPORTS TO: Executive Director of Transportation	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Performs all secretarial functions for the Executive Director of Transportation.	

REQUIREMENTS:

1.	Educational Level: High School Education or GED required
2.	Certification/License Required: None
3.	Experience: Minimum of 3 years secretarial experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; typing; working knowledge of Outlook and Microsoft office with emphasis on Word, Excel, Publisher and Front Page; prefer some basic knowledge of the Sesame and EDULOG programs

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

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance; work hours may vary during the school year.
2.	Types, transcribes and/or composes correspondence for the Executive Director.
3.	Prepares Agendas, minutes of meetings and transcription of recorded statements.
4.	Maintains Executive Director calendar, scheduling appointments and department meetings.
5.	Formulates, revises and/or updates department forms and staff handbook as needed .
6.	Screens, routes and follows up with telephone calls from parents, schools, citizens, Superintendent’s office and Central Office personnel.
7.	Maintains adequate inventories for all Department supplies and equipment which includes printed forms and standard office supplies;
8.	Manages Department Procurement Card Program.
9.	Prepares purchase orders and posts expenditures for Department.
10.	Coordinates all incoming and outgoing mail for Executive Director.
11.	Prepares all contracts or agreements entered into by the Department.
12.	Prepares billing for Department (including Special Needs) contract services.
13.	Coordinates newsletter for Department.
14.	Coordinates Transportation staff travel.
15.	Coordinates Benefits Open Enrollment for Department.
16.	Provides administration of telematics software.
17.	Prepared State and Local Reports.
18.	Manages records for department.
19.	Coordinates and assigns work to clerical staff.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____