



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; 11/23

JOB DESCRIPTION

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| POSITION TITLE: Secretary VI, Transportation | JOB CODE: 487B |
| DIVISION: Operational Support | SALARY SCHEDULE: Office Clerical/Technician Annual |
| DEPARTMENT: Transportation | WORKDAYS: Annual Administrative Employee |
| REPORTS TO: Senior Executive Director of Transportation | PAY GRADE: Rank VI (NC06) |
| FLSA: Non-Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Performs all secretarial functions for the Senior Executive Director of Transportation. | |
| REVISION DATE(S): 11/23 | |

REQUIREMENTS:

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| 1. | Educational Level: High School Diploma or HSE 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:

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| 1. | Demonstrates prompt and regular attendance; work hours may vary during the school year. |
| 2. | Types, transcribes and/or composes correspondence for the Senior Executive Director. |
| 3. | Prepares agendas, minutes of meetings and transcription of recorded statements. |
| 4. | Maintains Senior 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 Senior 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 _____