

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES**SECRETARY
TRANSPORTATION****1. Position Summary**

Under the direction of the Director of Transportation, Director of Operations and Transportation Supervisor, performs a variety of secretarial and administrative duties for the Transportation Department. Assist staff, schools, students, parents and visitors.

2. Duties**a. Receptionist and Public Relations**

- Answer incoming calls, relay messages, receive visitors, answer callers' requests regarding school division bus policies, and coordinate appointments.
- Handle requests for bus bookings and, in the absence of supervisor, handle transportation inquiries.
- Liaison to parent, Department of Education, other school divisions, divisional personnel, bus drivers and maintenance employees.
- Accept applications and arrange interviews.

b. Computer Functions

- Set up and maintain student transportation records and produce reports on all present, incoming and outgoing students.
- Prepare purchase orders, maintain files, cross-check packing slips against purchase orders, check back orders, invoices for correct charges and have invoices approved for payment by Administrator.
- Prepare and maintain route books for bus drivers and office.

2. Duties**b. Computer Functions**

- Maintain field trip charge backs to schools and departments.
- Word process items such as: compose routine correspondence, memos, letters, certificates, reports, minutes, purchase orders, work orders, post gas entries,

c. Office Management

- Organize and maintain office files.
- Organize and maintain driver's records such as: monthly licence checks, annual driver abstracts and disclosure letters for transportation and maintenance.
- Maintain vehicle insurance records for all division vehicles and report all bus accidents to the Department of Education.
- Open, sort and direct incoming mail.
- Order, maintain and distribute bus tickets for students attending school out of division and individual student use within the division.
- Assess problem and call when machines need servicing.
- Maintain files for Safe Driving Awards, National Safety Council, and MASBO Correspondence
- Orient and train substitute secretarial employees.
- Organize and maintain and distribute inventory such as: first aid supplies, office supplies and stamps.

d. Other Duties

- Process transportation applications including collection of bus fees, follow up on NSF cheques and produce various reports.
- Attend to emergent situations in absence of Administrator.

2. **Duties**

d. **Other Duties**

- Operates transportation two-way radio and communicates with schools, drivers, and maintenance personnel.
- Provides back up in the Maintenance Department for payroll, accounts payable, petty cash and facility rentals.
- Photocopy

3. **Education**

- Grade XII
- 1 year Administrative Assistant Course or equivalent to attain knowledge of word processing, keyboarding, basic accounting.
- Typing 60 wpm.
- Use of office equipment such as computer, multi-line phone, two-way radio, calculator, photocopier, fax machine, voice mail, and point of sale device (Interac).

4. **Experience**

- 2 to 3 years previous experience, plus 2 year on-the-job training, which includes in-house computer training.

5. **Physical Demands**

- Intense visual and mental concentration, eyestrain from computer and sitting for long periods of time.

6. **Working Conditions**

- Exposure to noise and frequent interruptions with conflicting demands and deadlines.
- Overtime during peak times.
- Occasional after-hour attendance at educational seminars.