

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

TRANSPORTATION SECRETARY -- CLASS B (Assistant Secretary -- Transportation Department)

1. **Position Summary**

Under the direction of the Director of Transportation, perform clerical and administrative duties for the Transportation Department.

2. **Duties**

(a) **Clerical**

- Maintain records and student transportation records and bus schedules, provide updated schedules and reports for supervisor and drivers and prepare and mail individual student transportation schedules.
- Responsible for the operation of the computer networking system and daily back-ups of all computer data.
- Maintain files for Vehicle Registrations, Autopac Insurance, Automotive Inventory.
- Supply statistical information to Department of Education.
- Handle requests for bus bookings and, in the absence of supervisor, handle transportation inquiries.
- Print and collate sufficient copies of correspondence for distribution through school mail.
- Assist in the preparation of Purchase Orders and assign and record purchase orders.
- Order and distribute bus tickets for all students transported by public transit, including those attending schools outside the division, maintain records of tickets distributed and returned to office and communicate with schools to determine needs.

2. **Duties**

(b) **Typing**

- Type forms, reports, memos, student bus records, letters, schedules.
- Compose and type routine correspondence.

(c) **Public Relations**

- Answer incoming calls for office staff, relay messages to staff members, make all service phone calls for repairs, answer calls on radio from bus drivers, keep in contact with schools regarding students/bus pick-ups, etc., and deal with public coming into office.

3. **Education**

- Grade XII.
- Typing 60 w.p.m.
- Use of computers, photocopier, multi-line phone, two-way radio, and other office equipment.
- Excellent communication skills.

4. **Experience**

- Over 6 months previous experience and on the job.

5. **Physical Demands**

- Visual concentration; eye strain from computer, sitting for long periods of time and intense concentration.

6. **Working Conditions**

- Exposure to noise of staff and machines, fumes from machines.
- Frequent interruptions, conflicting demands and working in crowded spaces.
- After hour attendance at educational seminars is required.