

SUPPORT STAFF PERSONNEL QUALIFICATIONS AND DUTIES

ADMINISTRATIVE SECRETARY

TRANSPORTATION/LOGISTICS

1. Position Summary

Under the direction of the Director of Transportation assists in the operation of the division's transportation system and provides technical support for the logistical routing and planning computer system including coordination of the flow of information to schools, parents, day cares and others as required.

2. Duties

(a) Computer Support

- Set up and maintain the division's routing and planning computer system integrating administrative computer applications such as: the student record keeping system, boundary system, word processing, spread sheets, internet and email.
- Route students using the logistical routing and planning system and transfer student bus information to the division's student record system.
- Analyze existing bus routes and identify possible changes to improve efficiencies and recommend for implementation.
- Develop "what if" scenarios for future bus routing utilizing the optimization routing capabilities of the planning and routing computer system and local knowledge and experience.
- Act as the liaison with the Secretary-Treasurer's Department, Information Technology Department and the planning and routing computer software vendor.
- Provide technical support to the Transportation department and school clerical staff.

2. Duties

(a) Computer Support

- Prepare reports with bussing information for parents, bus drivers, administrative staff and Manitoba Education reporting.

(b) Student Records

- Maintain the transportation student record information and check and verify the integrity of the data from the planning and routing system and the division's student record system.
- Work closely with the Secretary-Treasurer's department to ensure September 30th transportation information is accurate.
- Follow-up on all inquiries with the Manitoba Education and Training related to transportation reporting.

(c) Other

- Monitor and manage student pick-up, cancellations, assignment of drivers, driver replacements and field trips.
- Answer the telephone at 7:00 a.m. and work flexible hours.
- Answer the two-way radio and follow-up on any resulting concerns.
- Answer and follow up on school and parent requests regarding school division policies.
- Assign and maintain work orders for the repair and maintenance of the division's busses.

3. Education

- Grade XII.
- 1 year Administrative Assistant and/or Business Administration Course, or equivalent to attain knowledge of word processing, spreadsheets, data base, networking and basic accounting.

3. Education

- Typing 60 w.p.m.
- Use of office equipment such as computer, scanner, calculator, photocopier and fax machine.
- Excellent communication skills.

4. Experience

- 2 to 3 years previous experience, plus 2 years on-the-job training.

5. Physical Demands

- Visual concentration, eyestrain from computer, sitting for long periods of time and constantly being on the telephone providing bussing information.

6. Working Conditions

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