

Job Description

Job Title: Administrative Secretary IV-Transportation

Supervisor: Director of Transportation

Pay Grade: 26

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for providing direct clerical support to the Director of Transportation. Position is responsible for managing the daily functions of the Transportation front office and its staff. Position will ensure the clerical needs of the department director are met in an efficient and timely manner. Position is also responsible for assigning and delegating work, projects and tasks.

Essential Duties

1. Serves as direct clerical support for the Director of Transportation
2. Oversees and delegates important projects.
3. Tracks recurring requirements and ensures that they are completed on time.
4. Ensures that all records are kept up to date, have all of the necessary documentation and are filed correctly
5. Drafts memos and letters; proofreads all outgoing correspondence.
6. Compiles information from various sources for records and reports.
7. Communicates with schools and assists with concerns and other information requests.
8. Prepares correspondences to parents and citizens requesting bus stop changes.
9. Creates and maintains files and records.
10. Updates and maintains the Transportation Employee Handbook.
11. Submits weekly personnel status report for Human Resource.
12. Maintains and updates numerous databases.
13. Coordinates office responsibilities.
14. Maintains a thorough understanding of all clerical position responsibilities and programs/software utilized in that position.
15. Schedules and oversees cross training for clerical office staff positions.
16. Able to act as backup for any position in the front office.
17. Provides annual training and professional development for department level clerical staff.
18. Provides conflict resolution and mediation as necessary.
19. Performs other duties as requested.
20. Models nondiscriminatory practices in all activities

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Director of Transportation.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of standard high school diploma or GED with completion of business school or some college coursework preferred, or any equivalent experience or training which provides the required knowledge, skills and abilities. Excellent computer skills involving use of Microsoft Office programs with emphasis on Excel, Word, and PowerPoint. Database familiarity desirable. Ability to deal well with others, good judgment, tact, courtesy and maintaining confidentiality. Ability to follow oral and written direction of a technical nature, work independently under minimal guidance.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: N/A

Supervision Received: Director of Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Secretary IV will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 10/16 SVC