

TITLE: Department Support - Transportation

DEPARTMENT: Transportation

REPORTS TO: Director of Transportation

POSITION SUMMARY: The job of Department Support – Transportation is done for the purpose/s of providing payroll assistance to the Transportation Services Department, including but not limited to ensuring compliance of Department records with financial, legal and administrative requirements, assisting with payroll reports are required by administration and providing a positive impact on the educational mission of the district in compliance with federal, state and local reporting.

ESSENTIAL FUNCTIONS:

- Compiles data from a variety of sources for the purpose of providing an up-to-date reference and audit trail.
- Responds to inquiries from a variety of internal parties (e.g. staff, administration) for the purpose of providing information, facilitating communication among parties and/or direction.
- Assists in meeting various administration payroll deadlines.
- Assists in maintaining a variety of documents, files and records for the purpose of providing payroll information to transportation staff.
- Assists with monitoring assigned activities and/or programs (e.g. daily schedules, route bidding, critical time lines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Assists with verifying a variety of payroll information (e.g. contract requirements, time sheets, wage attachments, etc.) for the purpose of ensuring accuracy of reported data before submission to payroll.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations, and/or laws, operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws, as well as concepts of grammar and punctuation; office application software; business telephone etiquette; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; meeting deadlines and schedules, communicating with diverse groups; maintaining confidentiality; working with detailed information/data; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Job related experience preferred.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Public School Employees of Washington / SEIU Local 1948 (PSE)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date