

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Transportation Operations Assistant

Classification: Classified

Department/Site: Transportation

Salary Schedule: Classified

Reports to: Director of Transportation

Salary Range: 22

FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the Transportation Operations Assistant will perform a variety of technical duties in support of the operations and activities of the Transportation Department; and with specific responsibilities for the processing, recording, updating and reconciling of fiscal information: and generating periodic reports in accordance with established financial practices. Assist with the developing and maintaining computerized bus routes and schedules; and assist with dispatch responsibilities of the department.

Essential Functions

- Assists with developing and maintaining a computerized database of school bus routing and scheduling information.
- Provides information to parents and school sites concerning bus routes and schedules in the absence of the dispatcher.
- Assists with developing routing procedures and uses computer programs to assure efficient transportation of students.
- Assists with coordinating special transportation needs with school site personnel.
- Assists with dispatch functions as needed.
- Maintains financial information, files and records for ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Participates in department meetings, in-service training, and workshops for the purpose of conveying and/or gathering information required to perform job functions.
- Processes financial information (e.g. billing, invoices, journal transfers, assists with payroll, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles, balances ledgers, and compiles financial reports on a recurring basis to reconcile cash receipts, accounts payable, and receivable. Traces transactions through previous accounting actions to identify and correct discrepancies.
- Researches discrepancies of financial information and/or documentation (e.g. purchase orders, invoices, etc.) for the purpose of ensuring the accuracy and adhering to established procedures prior to processing.
- Responds to inquiries of staff and administration regarding financial procedures for providing information, direction and/or referral for addressing inquiry.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Perform basic math, including calculations using fractions, percentages, and/or ratios.
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others.
- Understand complex, multi-step written and oral instructions.
- Accounting/bookkeeping principles.

Skills and Abilities to:

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Able to apply district, state and federal policies and regulations.
- Operate standard office equipment.
- Perform standard bookkeeping/accounting procedures.
- Prepare and maintain accurate records.
- Utilize pertinent software applications.
- Schedule activities; collate 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.
- Operate equipment using defined methods.
- Work with a wide diversity of individuals.
- Work with similar types of data; and utilize job-related equipment.
- Problem solving is required to identify issues and create action plans.
- Problem solving with data may require independent interpretation; and problem solving with equipment is limited.
- Maintain confidentiality
- Meet meeting deadlines and schedules.
- Setting priorities; and working with detailed information.

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 15% sitting, 70% walking, and 15% standing; the job is performed in a generally hazard free environment and in a clean atmosphere. The employee may be required to travel to locations other than assigned work site.

MINIMUM QUALIFICATIONS

Experience: Two (2) years of work experience in general clerical work in which one (1) year is in financial record keeping and/or accounting.

Education: High School Diploma or equivalent.

OR

An equivalent combination of education, work experience, and certifications that demonstrates possession of the requisite knowledge, skills, and abilities of the position may be substituted.

REQUIRED TESTING

- Pre-employment Proficiency
- Pre-employment Physical Exam

CONTINUING EDUCATION/TRAININGS

- None Specified

CERTIFICATES/LICENSES

- Valid California Class C Driver's License

CLEARANCES

- DOJ/FBI Background
- TB Skin Test
- Physical Demand (B)