



Job Description

Job Title: Coordinator I, Operations
Position Code: 1E13, AE13
Job Classification: Exempt

Supervisor: Director II, Transportation
Pay Grade: 41
Contract Length: 245 Days

Job Summary

Position is responsible for the daily operations of a large public school transportation system.

Essential Duties

Responsible for the daily administration and supervision of bus drivers, attendants, dispatcher, clerical staff and supervisors.

Executes department's drug and alcohol program control program in accordance with federal, state and local laws, policies and procedures.

Responsible for revolving citizen, parent, school staff and employee complaints according to policy and procedure and in a timely manner.

Responsible for the maintenance of employee records except for records required to be kept by safety and training. Must ensure that required documents are submitted to Human Resources.

Chairs key department committees designed to address employee issues and ensure that Transportation has the best equipment.

Responsible for maintaining department plans for emergencies and crisis management.

Conducts unannounced audits in the field to ensure driver performance and compliance with policy and procedures.

Assists Director in the preparation of state and other reports.

Writes grant proposals as required.

Tracks employee attendance and manages employee leave requests, overtime and sick leave requests.

Responsible for Transportation employee handbook.

When the Director is absent, assumes responsibilities of the Director.

Models nondiscriminatory practices in all activities.

Other Duties

Performs any other related duties as assigned by the Director II, Transportation or other appropriate administrator.

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)

Must possess an Bachelor's Degree and five years of logistics, budget and management experience in a supervisory capacity, preferably in a bus transportation operation for a medium to large school system. Experience in conducting in-service training in transportation or logistics. Familiarity with automated routing systems. Must possess knowledge of, or the ability to accurately and quickly learn, school bus loads, routes, schedules, and Newport News City roads. Excellent supervisory skills required. Must be proficient with Microsoft Office especially Word and Excel. Must have experience writing reports for senior management. Experience briefing senior management and School Board is important.

Working Conditions & Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Area Supervisors, Master Scheduler, Secretary

Supervision Received: Director II, Transportation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator I, Operations will be required to follow any other instructions and to perform any other related duties as assigned by the Director II, Transportation or 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 6/10 (BB)