



Job Title: Office Manager / Secretary

Exemption Status/Test: Non-Exempt

Reports to: Director of Transportation

Date Revised: October, 2015

Dept. /School: Transportation Department

Primary Purpose:

Facilitate the efficient operation of the department administrative office and provide clerical services for the department's administrative staff.

Qualifications:

Education/Certification:

High School Diploma or GED, required
Valid TEA Certificate
CEOP, preferred
Bilingual, preferred

Experience:

Minimum of three (3) years' experience, preferably in a public education environment

Special Knowledge/Skills:

Kronos and Oracle experience, required
Knowledge of Skyward Student System
Knowledge of transportation software applications
Proficient clerical and computer related skills
Demonstrated ability in verbal communication and writing skills
Ability to receive and give written and verbal instructions effectively
Ability to read and understand documents including policies and procedures manuals
Proficient use of personal computer with excellent software skills including word processing, spreadsheets, file maintenance, Excel and all district databases
Excellent organizational, team, multi-tasking and interpersonal skills
Ability to manage and supervise personnel and manage budget
Ability to assume responsibility and initiative without direct supervision
Ability to work proficiently under stressful situations
Ability to work long hours as needed

Major Responsibilities and Duties

1. Provide direct assistance and support to director and assistant director of transportation.
2. Display professionalism in dealing with students, parents, staff and community.
3. Assume responsibility for the department and distribution of work in the office.
4. Facilitate the efficient operation of the department administrative office and provide clerical services of the department's administrative staff.
5. Responsible for correspondence generated from the transportation office.
6. Schedule meetings and appointments and maintain calendar for director and assistant director.

7. Approach problem solving tactfully with directness and integrity.
8. Exert a positive influence and work in harmony with associates.
9. Oversee office paraprofessionals.
10. Assist with district and state reports.
11. Compile information for Multi-Ethnic Committee report.
12. Ability to assemble and calculate spreadsheets for billing.
13. Manifest support for and compliance with the philosophy, objectives, policies and procedures of Garland ISD.
14. Assist walk-in parents with transportation questions.
15. Assist with payroll.
16. Assist in field trip office as needed.
17. Promote a positive image that supports the mission of the school district.
18. Maintain personnel files.
19. Investigate student discipline issues by reviewing bus videos.
20. Work with bus drivers, parents and school administrative staff in resolution of student behavior issues.
21. Maintain good personnel relations and work habits.
22. Assist in dispatch office as needed.
23. Receive incoming calls, take reliable messages, and route to all appropriate individuals.
24. Perform other duties as assigned.

Supervisory Responsibilities:

Office paraprofessionals.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; bending/stooping, kneeling, pushing/pulling, twisting and reaching

Motion: Frequent repetitive hand motions, frequent keyboarding and use of mouse

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Exposure to normal indoor air quality issues; exposure to typical office noise

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; occasional prolonged and irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.