

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

January 26, 2023

The Autauga County Board of Education is now accepting applications for the position of: Transportation Program Secretary

Job Description: (Please see the attached Autauga County Board of Education (ACBOE) job description for this position.)

Qualifications: (Please see attached ACBOE job description for this position.)

Effective Date: Following Board Approval

Salary: \$33,271 - \$38,932

Contract Length: 12 months (240 days)

Application Information: Go to https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500 to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: February 2, 2023 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

TRANSPORTATION PROGRAM SECRETARY

POSITION TITLE: Transportation Program Secretary

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Transportation Supervisor

QUALIFICATIONS:

- High school education or equivalent (GED certificate)
- Sufficient education and experience and/or training to demonstrate ability to perform duties of position
- Experience in general secretarial work and experience and/or training in automated management information systems
- Ability to communicate effectively both orally and in writing
- Experience in dealing effectively with the public and transportation/Central Office staffs
- Ability to treat all information with a high degree of confidentiality
- Such other qualifications as may be appropriate

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Maintains professional attitude and appearance at all times; is professional and courteous on the telephone at all times
- Demonstrates a cooperative attitude with Transportation Supervisor and other department employees
- Demonstrates willingness to exhaust all efforts to provide assistance in locating children during route times
- Answers the telephone and serves as receptionist during office hours; assists callers whenever possible with transportation route questions
- Provides assistance in preparing monthly payroll report (Supervisor's Report); records transportation reports as assigned
- Maintains purchase order log for Transportation Department; prepares purchase order requests to be given to Transportation Supervisor for processing at Central Office
- Checks in deliveries to Transportation Department to insure that all items are received; delivers packing information and invoices to Transportation Supervisor for processing at Central Office
- Maintains field trip log book and other related documents
- Prepares, updates and disseminates student rosters to bus drivers
- Prepares informational packets and notebooks and assists Transportation Supervisor with bus driver orientations and professional development meetings
- Operates office computer systems/programs and equipment
- Operates Transportation Office in accordance with established procedures during absence of Supervisor; assists in maintaining a positive appearance in the Transportation Office
- Performs other duties as assigned by the local board of education.

JOB GOAL:

To serve as Transportation Program Secretary in a manner which ensures efficient support for the operation of the Transportation Department and to work with the Transportation Supervisor in implementing the designated functions of the department.

