

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

POSITION ANNOUNCEMENT

November 4, 2022

The Autauga County Board of Education is now accepting applications for the position of: Transportation Administrative 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: \$22,314 - \$27,009

Contract Length: 10 months (202 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: November 19, 2022 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 ADMINISTRATIVE SECRETARY

POSITION TITLE: Transportation Administrative 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 with general public and Transportation/ Central Office staffs both orally and in writing
- Develop/Maintains a working knowledge of terminology and understanding related to the position and the Transportation Department
- 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 at all times
- Demonstrates a cooperative attitude with Transportation Supervisor and other departmental employees
- Performs general clerical duties to include, data entry, creation of files and record keeping, development of forms, spreadsheets, databases, etc...
- Answers telephone calls, helps resolve problems and concerns, routes calls to appropriate individuals as necessary
- Trip Direct- Assign drivers to field and athletic trips as needed
- Help secure and assign substitute drivers to vacant routes due to absences/vacancies (During regular business hours)
- Assist with new driver applicant electronic registrations and documentation
- Collects and files monthly Bus Route Reports and Turn by Turn Directions
- Collects and files First and Second Semester Bus Evacuation Drills
- Collects and files Annual ALSDE Illegal Bus Passing Survey, provides totals to Transportation Supervisor for submittal to ALSDE Pupil Transportation
- Enter bus route information into School Messenger for notification of late and/or double routes
- Verifies student transportation requests received from schools
- Provides schools with information regarding bus/route changes
- Demonstrates willingness to exhaust all efforts to provide assistance in locating lost students during route times
- Be available to help transport ACBOE students as needed
- Performs other duties as assigned by the local board of education.

JOB GOAL:

To serve as Transportation Administrative 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.