

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

TRANSPORTATION OFFICE SECRETARY

JOB SUMMARY: This position works under the supervision of the Transportation Supervisor and the Director of Capital Projects to provide secretarial services to ensure the efficient operation of the departments. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Provide secretarial services for the transportation and facilities offices.
- Maintain mileage reports for state funding purposes.
- Answer telephone calls and problem-solve solutions for students, parents, and building issues
- Prepare purchase orders and maintain purchasing records.
- Respond to radio calls from drivers.
- Verify and process transportation employees' time sheets.
- Track extra and overtime expenses and invoice users as indicated in a timely manner and with accuracy.
- Schedule and maintain calendar for field events.
- Track maintenance work requests.
- Prepare correspondence, memoranda, and other communications efficiently and accurately
- Schedule appointments and maintain supervisor's calendar
- Assist supervisor with budget preparation.
- Maintain financial records as directed by the supervising administrator in coordination with the district business office.
- Maintain a pleasant demeanor in difficult situations.
- Maintain successful working relationships with colleagues, parents, students and the community
- Maintain strict confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the department administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High School Diploma.
- One or more years of secretarial experience.
- Secretarial training beyond high school. Additional secretarial experience may be used in lieu of training.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Ability to interface effectively with students, staff, parents and the general public.
- Communicate clearly and concisely both orally and in writing.
- Possess excellent English, grammar and punctuation skills.
- Proficient in basic bookkeeping skills.
- Ability to operate a variety of office equipment with skill and independence.
- Possess accurate and proficient computer skills including word processing, data base, spreadsheet and communication software

- Knowledge and skill in filing and records management.

PHYSICAL DEMANDS:

- Frequent exertion of 10 to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Frequent sitting, standing, walking, stooping and bending.
- Perceiving the nature of sound, near and far vision with or without visual aids, providing oral information, the dexterity to operate business related equipment, and handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

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