

**SCHOOL DISTRICT #22 (Vernon)
JOB DESCRIPTION**

Position: District Secretary (Transportation)
Job No: 251

POSITION SUMMARY: Under the supervision of the Manager of Transportation Services the incumbent is responsible for the operation of the Transportation Office. This includes performing a variety of administrative, clerical and receptionist duties, responding to inquiries as directed or as required and dispatching employees.

POSITION DUTIES AND RESPONSIBILITIES:

- Prepares all materials related to written correspondence, reports, route sheets, meeting minutes, work orders and purchase orders.
- Maintains a variety of files and records and receives and verifies invoices and the delivery of goods, and prepares budget documents.
- Maintains transportation routing software, including registering riders and route updates.
- Tracks requisitions, bills and invoices related to bus and rider charge-outs.
- Prepares month-end Journal entries for work orders and for bills related to school trips.
- Prepares driver advances for trips ensuring that there's enough funds provided to cover all costs and then reconciles receipt of monies spent and returned.
- Books hotel accommodation and ferry related charges as needed by drivers and students.
- Assists with routing preparation and modification, dispatches drivers and arranges buses.
- Handles emergency calls as and when required; ie: lost child, bus break down, etc.
- Monitors radio as and when required.
- Communicates with staff and others and responds to inquiries by the public.
- Responds to angry or upset staff and others as and when required.
- Receives, screens, and direct phone calls and mail as required.

REQUIRED EDUCATION AND EXPERIENCE:

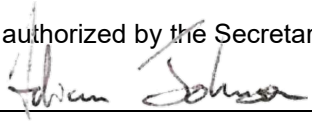
- Grade 12 plus six months of a post-secondary accounting, office administration, or business management certificate including basic accounting courses equivalent to Okanagan College BAC11 and BAC12.
- One (1) year of recent successful experience in a school or district based secretarial position to gain broad office experience including the proven ability to operate the school district administrative computer package and keyboarding skills
- Proven intermediate to advanced computer skills to accurately and efficiently utilize word processing, spreadsheet, database and communications software.
- Willingness and ability to learn and operate the School District transportation computer package.
- Keyboarding 40 wpm.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Proven ability to communicate effectively, both orally and in writing, with employees, students and the public.
- Proven organizational skills.
- Proven ability to work independently and unsupervised and effectively troubleshoot and manage daily objectives and deadlines while maintaining confidentiality.
- Demonstrated ability to prioritize and problem solve in emergency situations.
- Incumbent needs to display the ability to be self-directed and self-motivated.

This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Approved and authorized by the Secretary-Treasurer or designate:

Signature: 

Date: MAY 10, 2022