



NEW: Submitted:
07/01/2019 05/14/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR TRANSPORTATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8778
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes and delivers District transportation objectives to all students identified as transported by pupil attendance records. Requires communication skills to dialogue with parents, community representatives and the general public.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board-owned vehicles
- Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures
- Assesses transportation system needs; develops the District's long range transportation services plan; establishes department goals and objectives; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness
- Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations
- Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; represents transportation programs at all levels within the District
- Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District
- Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
- Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Bachelor's Degree
- Five (5) years of successful work experience in transportation, supply chain, or logistics
- Previous experience as administrator in urban student transportation program
- Proven experience managing a large organization/enterprise

Successful supervisory experiences in a transportation operation
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Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced educational degree

Degree in transportation

Process improvement background and training

Knowledge of school system policies and procedures
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Experience in a diverse workplace
