



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR TRANSPORTATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	260 DAYS
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
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced educational degree
Degree in transportation
Process improvement background and training
Knowledge of school system policies and procedures
Experience in a diverse workplace