



## Assistant Director of Transportation

### Job Overview

The job of Assistant Director of Transportation was established for the purpose of assisting the Transportation Director in the day-to-day operations of the Transportation Department. Responsibilities include participating in the daily direction and management of personnel and activities related to the District.

This position reports to Transportation Director.

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### Job Functions

- Monitors the day-to-day business of the transportation department and advises the Director of Transportation on developments and situations that impact effective department operations.
  - Ensures compliance with school district and other local, state and federal policies and regulations.
  - Researches, investigates, and answers complex correspondence received at the dispatch office.
  - Manages and monitors transportation issues to ensure student safety.
  - Maintains a customer service culture that assures the operational program is responsive and sensitive to the needs of students, families, and school staff.
  - Collaborates with internal and external personnel to implement and/or maintain services and programs.
  - Assists with the development and use of budgeted funds within the transportation department.
  - Participates in meetings, in-service trainings, workshops, annual conferences, etc. as required to improve the performance of job functions.
- Prepares a wide variety of written materials (e.g., correspondence, memos, reports, policies/procedures, budget spreadsheets, etc.) for documenting activities, providing written reference and conveying information.
- Serves as a liaison in maintaining good rapport with students, parents, campuses, and community to optimize services and resolve conflicts.
- Responds to and resolve difficult/sensitive parent and citizen inquiries and complaints.
- Keeps abreast of trends and developments with school transportation.
- Attends various meetings and workshop for the purpose of conveying and gathering information on a wide variety of subjects required to carry out administrative duties and responsibilities.
- Represents the District in working with external parties (e.g., stakeholders, partnerships, TDOT, etc.) for the purpose of promoting positive relations and enhancing transportation services.
- Assists as needed and/or directed in any emergency that may arise including dispatch functions, accidents, etc.
- Serves as the head of the Transportation Department in the absence of the Director.
- Supervises employees.
  - Assigns and reviews work.
  - Evaluates and reviews employee performance.
  - Receives and monitors time-off requests.
  - Interprets rules, policies, and procedures for staff members.
  - Counsels with and corrects employees as needed.
  - Reports to Transportation Director any patterns of absences that affect the day-to-day coverage of routes.

*Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.*

### Travel

Some travel may be required.

### Working Environment

The job is performed under conditions with potential exposure to risk of injury and/or illness.

Generally, the job requires 80% sitting, 10% walking, and 10% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling. The job is generally performed in a hazard free environment under minimal temperature variations.



## **Qualifications**

**Minimum experience:** 5 years experience with increasing levels of responsibility in a school transportation environment.

**Minimum education:** Bachelor's degree in transportation or a related field.

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge of institutional regulations and policies and ability to develop operational policies and procedures.
- Knowledge of federal, state, and local regulations pertaining to school transportation.
- Knowledge of supervisory principles and practices.
- Knowledge of budgeting.
- Skill in collecting and/or analyzing data.
- Skill in problem solving to analyze issues and create action plans to resolve.
- Ability to gather, prepare and maintain accurate records and compose a variety of documents.
- Ability to prepare a wide variety of reports as required or requested by the state, district, or department.
- Ability to read and interpret complex and highly technical information and materials.
- Ability to extract, transform, and integrate data from multiple sources.
- Ability to conduct studies, analyze findings, and determine trends and/or make recommendations.
- Ability to present technical and statistical data.
- Ability to work with multiple departments and stakeholders.
- Ability to examine and modify the flow of work to increase productivity.
- Ability to supervise the work of others.
- Ability to meet deadlines and schedules as well as to set and execute priorities.
- Ability to maintain confidentiality.
- Ability to communicate effectively, both orally and in writing with diverse groups.
- Ability to establish and maintain effective working relationships.

**Required Testing:** None

**Continuing Education/Training:** None

**Required Certificates and/or Licenses:** None

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

**Employee Type:** Classified

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