

Job Title: Clerk – Data Control – Transportation



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide Data Control Services for the District's Transportation function in the most efficient and timely manner and to prepare and process all related reports.

ESSENTIAL JOB FUNCTIONS

- Enters, retrieves, and validates data and reports from the school bus routing computer system, including map edits.
- Operates the fuel accounting system, checking computer site activity report for proper download, entering fuel receipts into the system, preparing and maintaining daily inventory reports, exception reports, user accountability reports, and fuel receipt reports.
- Ensures proper accounting for all issued fuel and oil.
- Ensures proper accounting for all fuel and oil issued when the fuel system is in a Bypass Mode (Down).
- Maintains all employee and vehicle data in the fuel system, formatting, encoding, issuing, and deleting all fuel system keys and coordinating with inventory systems for proper accounting of all fuel ordered and dispensed.
- Prepares fuel system for nightly download and monitors daily activity on the system at the fuel sites, alerting appropriate personnel when problems arise.
- Processes requisitions and receiving reports on software program.
- Enters all new employees and new vehicles into correct department account.
- Prepares fuel keys for each vehicle to ensure correct charges to each department.
- Performs radio dispatch duties as needed to assist with the monitoring and directing of school bus routing activities and provides immediate communication to transportation employees, schools, and the public regarding school bus accidents, breakdowns, late buses, complaints, and other bus related problems.
- Assembles and prepares forms and other paperwork comprising of the monthly transportation file.
- Generates end of month reports and directs to the appropriate personnel or Department.
- Communicates effectively with staff and vendors.

- Keeps supervisor informed of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Prepares all required reports and maintains all appropriate records, including weekly and monthly reports.
- Follows all School Board policies, rules, and regulations.
- Exhibits interpersonal skills to work as an effective team member.
- Demonstrates support for the School District and its goals and priorities.
- Performs other duties as assigned; such as, assisting Director and route managers in dealing with transportation activities, assisting in preparing, entering and auditing payroll, and assisting other clerical personnel with assigning field trips and issuing required forms and credit cards.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent; Associate's Degree from an accredited institution preferred.
- Minimum of two (2) years of experience in inventory and/or logistics management, control, auditing, or analysis or equivalent office atmosphere.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to use a computer terminal and software for data entry and for word processing and/or accounting purposes.
- Requires the ability to communicate with parents, school personnel, and other employees in a professional manner.
- Requires the ability to display effective oral and written communication skills.
- Requires the ability to display knowledge of and ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to work independently.
- Requires the ability to display good mathematical skills.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make decisions that govern the activities of others and that impact how our unit provides services and support to internal and external customers.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to utilize Microsoft Word and Excel software in order to communicate and develop reports for analysis and distribution.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, repetitive motion, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: