

July 3, 2024

VACANCY

Transportation Administrative Assistant

Qualifications:

- A high school education or equivalent is required.
- Excellent Customer service, communication skills, organizational skills, computer knowledge (Microsoft Office, Windows), and accuracy.
- Ability to maintain efficient files and record-keeping practices.
- Routing experience and knowledge of the community (particularly using TransFinder software) is a plus.
- All office staff members are expected and required to: - maintain strict confidentiality keeping all information within the transportation office. - display exemplary professional behavior to all staff members, district employees, parents, students, and the general public. - maintain consistent attendance and punctuality.
- Other qualifications as determined by the Director of Transportation/Operations.
- Reports to: Director of Operations

Performance Responsibilities:

1. Answer multiple phone line system, and maintain voicemail.
2. Serve as receptionist to transportation for all stakeholders.
3. Assist with dispatch including bus radio and telephone communication, GPS, driver/monitor time and attendance, etc.
4. Assist with daily driver/aide placements based on route needs.
5. Manage mail and other correspondence to/from drivers, future bus barn, office staff and district personnel.
6. Operate various office equipment such as printers, computers.
7. Establish and maintain effective and efficient filing systems.
8. Assist with various administrative tasks including routing back-up, TransFinder/RouteFinder Plus.
9. Support and assist office staff with various administrative needs.
10. Assist parents, students and school personnel with transportation needs.
11. Other duties that may be assigned by the Supervisors, Assistant Director or Director.

If interested, submit application (available at www.decaturo.k12.in.us/Human-Resources), cover letter, resume, transcripts, license, and references to:

Brian Talkington – Director of Operations
Decatur County Community Schools
2020 N. Montgomery Road
Greensburg, IN 47240
812-663-4595

Email: btalkington@decaturo.k12.in.us

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