

# HOOD RIVER COUNTY SCHOOL DISTRICT JOB DESCRIPTION

## JOB TITLE: *Office Manager – Transportation/Maintenance*

**Job Purpose Statement/s:** The job of “Office Manager- Transportation/Maintenance” is done for the purpose/s of providing confidential executive/administrative support and office management services in a School Transportation office through communicating information to staff, the public, and schools; orienting assigned personnel to their job requirements; ensuring compliance with financial, legal and administrative requirements; and providing information and/or direction as may be requested. This position is responsible for the supervision of one clerical employee.

### Essential Job Functions:

- **Administers** assigned duties to bus drivers.
- **Composes** documents (e.g. correspondence, schedules, minutes, bulletins, reports) for the purpose of communicating information to school and district personnel, the public, state officials, and/or other agencies.
- **Evaluates** situations (i.e. involving other staff, students, parents, and the public) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- **Monitors** assigned activities and/or program components (e.g., district requirements, time sheets, attendance, program budgets, critical timelines,) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- **Organizes** bus routes as changes occur, bus scheduling
- **Processes** documents and materials (e.g. schedules, agendas, mail, ODE records) for the purpose of disseminating information to appropriate parties.
- **Provides** direction to drivers and support staff for the purpose of planning, assigning, reviewing and providing feedback regarding their work.
- **Responds** to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction as may be required.

### Other Job Functions:

- **Attends** meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities, drive bus as needed.

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### Job Requirements - Qualifications:

- **Experience Required:** One year of job related experience.
- **Skills, Knowledge and/or Abilities Required:** **Skills** to operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation. **Knowledge** of rules & regulations related to assigned functions, budgeting, financial and statistical record keeping, and standard office equipment. **Abilities** to sit/stand for prolonged periods, work independently, understand & carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/ hearing conversations, near visual acuity/visual accommodation.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance; district drug screen clearance; BBP training.

**PHYSICAL REQUIREMENTS:**

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
  
2. Employee may use hands for repetitive:  
 Single Grasping       Pushing and Pulling       Fine Manipulation
  
3. Employee may use feet for repetitive movement as in operating foot controls:  
 Yes                                       No
  
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
  
5. Lifting:  
 Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.  
 Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.  
 Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.  
 Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.  
 Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Other physical requirements:

SM/ggm 6-Dec-07

I, \_\_\_\_\_ have read and received a copy of  
PRINT YOUR NAME HERE  
this job description, and understand that a copy of this job description will  
become part of my personnel file.