

**Orange County Public Schools
Job Description**

SENIOR ADMINISTRATOR, TRANSPORTATION BUSINESS AND SUPPORT SERVICES

QUALIFICATIONS:

1. Bachelor's degree in accounting, finance, public administration, business administration or related field from an accredited institution required.
2. Five (5) years of governmental accounting, finance or budget experience
3. Five years of progressive work experience in management positions.
4. Experience in transportation management preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state and local laws and policies governing the transportation of students. Knowledge of capital funding in Florida school districts. Ability to interpret and enforce school board and administrative rules; ability to analyze data and communicate the information; working knowledge of electronic spreadsheets; working knowledge of position control systems analytical skills to review information and formulate alternative solutions to problems. Knowledge and understanding of human resources management, including employee relations, personnel services, employee benefits, equal employment opportunity and worker's compensation. Knowledge of generally-accepted purchasing practices, contract law and procedures, particularly as they relate to governmental procurement. Knowledge and commitment to decentralized decision-making and accountability for results. Ability to work and communicate effectively with people to focus resources toward the achievement of district expected results. Demonstrated oral and written communication skills. Knowledge of and proven demonstrated ability of successful management practices. Ability to provide documentation of a proven track record for successful organizational leadership.

REPORTS TO:

Senior Director, Transportation Services

JOB GOAL:

Contribute to establishing organizational priorities and needs for purchasing goods and services in the most cost effective manner so that the maximum benefit is derived while the minimum costs are incurred to accomplish the department's mission which is to ensure the safest, most efficient, effective and professional transportation for the district's learners.

SUPERVISES:

Manager, Transportation Employee Services; Manager, Transportation Business Services; Manager Warranty; and clerical staff. Has ultimate responsibility for up to 100+/- employees assigned to his/her region.

MACHINES, TOOLS, EQUIPMENT:

Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, Computer, (Personal Computer), Automobile, Copier

PHYSICAL REQUIREMENTS:

Describes physical conditions of this position.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY:

Physical activities of this position. Percent of a typical day involved in each applicable activity is noted.

Percentage

- 70 Sitting: Resting with the body supported by the buttocks or thighs.
- 10 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 10 Walking: Moving about on foot to accomplish tasks, particularly for long distances.
- 5 Bending: Lowering the body forward from the waist.
- 5 Reaching: Extending hand(s) and arm(s) in any direction.
- 5 Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
- 80 Finger Dexterity: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- 70 Grasping: Applying pressure to an object with the fingers and palm.
- 90 Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- 90 Hearing Acuity: The ability to perceive speech and other environmental sounds at normal loudness levels.
- 90 Visual Acuity: The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

Note: Will total more than 100 percent as several activities may be performed at one time.

WORKING CONDITIONS:

Conditions the worker will be subject to in this position.

Indoors and Outdoors: The worker is subject to both environmental conditions. Activities occur inside and outside.

PERFORMANCE RESPONSIBILITIES:

- * Manifests a professional code of ethics and values.
- * Responds to internal and external customers in a timely, accurate, courteous and empathetic manner representing OCPS in a positive light.
- * Models the routine, intentional and effective use of technology in daily work, including communications, organization and management tasks.
- * Manage, oversee and evaluate the managers assigned to the Business and Support Services unit.
- * Assist Senior Director, Transportation Services with yearly preparation of the operating budget.
- * Investigate and resolve concerns related to student transportation, as needed.
- * Ensure the implementation of short and long term plans to accomplish the department's mission.
- * Coordinate the consistent application of standard operating procedures between the managers.
- * Assist in planning and implementing a system of feedback and evaluation regarding the effectiveness of the section as perceived by the users of their services.
- * Keep the Senior Director, Transportation Services informed of critical issues within the unit and incidents about which the Superintendent and Board should be made aware.
- * Perform other relevant duties and responsibilities as directed by the Senior Director, Transportation Services.
- * Perform other incidental tasks or services consistent with the goals and objectives of this position.
- * Develop appropriations forecasts for immediate needs, comprehensive needs, ancillary facilities, school buses, white fleet, and technology for the district's ten-year capital outlay plan.
- * Prepare and present monthly financial reports.
- * Plan, develop, and evaluate the Transportation budget through revenue and expenditure analyses and prepare revisions to budgets based on subsequent analyses and decisions.
- * Supervise the staff assigned to the Business and Support Services unit to ensure accurate, efficient operations and productive work product.
- * Identify and take action to take advantage of opportunities for cost savings in purchasing goods and services for Transportation Services.
- * With Procurement Services, initiate, issue and monitor Transportation related Bids, Request for Proposals and formal Request for Quotations to ensure timely processing and award.
- * Follow the district's policies and procedures as related to all HRMD guidelines and the district's instructional initiatives.
- * Follow the district's policies and procedures as related to fixed assets.
- * Develop leadership in subordinates.

- * Responsible for keeping up to date on current technology being used by OCPS. With the support of the district, attends training to ensure skill level in various technologies is at the level required to perform in current position.
- * Responsible for maintaining timely and accurate information and accountable for the quality of information maintained by those they supervise.
- * Responsible for self-development and keeping up to date on current research, trends and best practices relevant to the area of responsibility.
- Perform other duties and responsibilities as assigned by supervisor.

* Essential Performance Responsibilities

TERMS OF EMPLOYMENT:

Non-bargaining Unit Compensation Plan, twelve months. May have some seasonal requirements to work beyond a normal business day.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.