

**Orange County Public Schools  
Job Description**

**SENIOR ADMINISTRATOR, OPERATIONS TRANSPORTATION**

**QUALIFICATIONS:**

1. Bachelor's degree from an accredited institution in Business Management, Public Administration or related field; or any equivalent combination of related education, training and/or experience, which provides the required knowledge, skills, and abilities to perform the essential job functions.
2. Five (5) years of progressive work experience in management level positions making data driven decisions, to include two (2) years demonstrated experience supervising, training, leading, and motivating teams.
3. Five (5) years of experience in transportation management preferred.
4. Experience in managing multiple facility operations for 1000+ vehicles preferred.
5. Leadership and training experience with management level subordinates preferred.

**TERMS OF EMPLOYMENT:**

Non-bargaining unit compensation plan, twelve months. May have some operational requirements to work beyond a normal business day. May be required to serve as a Disaster Incident Management Team (DIMIT) member during a disaster or emergency caused by severe weather, fires, power failures, pandemic, or event challenging our security. The incumbent is considered to be "essential personnel" during an emergency and can be subject to being held over or called back to a district location at all times.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to read, interpret and enforce federal, state and local laws and policies governing the transportation of students. Knowledge of organization and management theory and practice. Knowledge and commitment to decentralized data driven decision-making and accountability for results. Ability to work and communicate effectively with people to focus resources toward the achievement of district expected results. Strong oral and written communication skills. Knowledge of and ability to employ successful management practices and provide organizational leadership.

**REPORTS TO:**

Director, Transportation Services

**JOB GOAL:**

Accomplish the department's mission to ensure safe, efficient, effective and professional transportation services for the district's students. Responsible for all aspects of transportation operations including the development and execution of department strategies that improve efficiencies to provide quality customer service, while providing critical leadership support to its employees.

**SUPERVISES:**

Transportation area managers and operations staff to include, but not limited to, bus operators, bus monitors, dispatchers, and clerical staff. Has ultimate responsibility for up to 600 +/- employees assigned to his/her region.

**MACHINES, TOOLS, EQUIPMENT:**

*Machines, tools, equipment, electronic devices, vehicles, etc., used in this position. Telephone, computer, 800 MHz radio, 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**

- 50 Sitting: Resting with the body supported by the buttocks or thighs.
- 30 Standing: Assuming an upright position on the feet, particularly for sustained periods of time.
- 20 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.
- \* Effectively use technology and key performance indicators (KPI's) to monitor and direct daily operations and management tasks.
- \* Manage, oversee and evaluate each manager reporting directly to him/her regarding productivity in achieving expected results and supporting District priorities and goals.
- \* Promote a culture that provides a focus on safety and quality customer service through training, mentoring, and on-road observations.
- \* Assist Director, Transportation Services with yearly preparation of the operating budget.
- \* Investigate and resolve concerns related to student transportation.
- \* Ensure the implementation of short- and long-term plans to accomplish the department's mission.
- \* Develop, coordinate, and ensure compliance of consistent application of standard operating procedures (SOP's) between the area managers and operational staff.
- \* Assist in planning and implementing a system of feedback and evaluation regarding the effectiveness of the department as perceived by the users of their services.
- \* Keep the Director, Transportation Services informed of critical issues within the unit and incidents about which the Superintendent and Board should be made aware.
- \* Perform other incidental tasks or services to meet the operational and safety goals and objectives of this position.
- \* 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 the supervisor.

\* Essential Performance Responsibilities

**EVALUATION:**

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