



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
APRIL 22, 2019**

POSITION: ADMINISTRATIVE ASSISTANT
LOCATION: TRANSPORTATION DEPARTMENT
RESPONSIBLE TO: TRANSPORTATION SUPERVISOR
GRADE: 4 / NON-EXEMPT
NUMBER OF WEEKS: 52 WEEKS PER YEAR

QUALIFICATIONS:

- Requires a working knowledge of Microsoft Excel, Word, and Outlook.
- Ability to type at least 30 wpm.
- At least one year of office administrative or fleet operations experience required. Experience driving buses very helpful.

RESPONSIBILITIES:

1. Complete and track purchase orders for the transportation department following the agency's purchasing procedures.
2. Keep a receipt log of auto parts purchased and complete a monthly and yearly inventory for the transportation department.
3. Track fuel usage for all components of the agency.
4. Maintain spreadsheet of trained Head Start bus monitors and distribute regularly updated copies to the Head Start bus drivers and administrative staff.
5. Complete driver and garage staff time sheets, and monitor scheduled leave time.
6. Perform various clerical tasks as directed.
7. Perform dispatch functions and answer phones.
8. Keep the Transportation Supervisor informed of any unusual transportation situations.
9. Maintain confidentiality of all information.
10. Perform all other duties as required.
11. Adhere to relevant health and safety policies and procedures.

EOE/AA/M/F/D/V