

## MODESTO CITY SCHOOLS

### Job Description

JC 10069

### DIRECTOR I, TRANSPORTATION

#### OVERALL RESPONSIBILITY

Under general direction, manage and oversee the activities and operations of the Modesto City Schools Transportation Department, including the student transportation and transportation maintenance and repair; and coordinate assigned activities with other District departments and outside agencies.

#### SPECIFIC RESPONSIBILITIES

1. Administer Modesto City Schools Transportation Department services and activities (i.e., student transportation, transportation maintenance and repair, emergency and accident response, Drug and Alcohol testing program, etc.). *E*
2. Manage the development and implementation of Transportation Department goals, objectives, policies and priorities for each assigned service area; establish District policy regarding appropriate service and staffing levels; allocate resources accordingly. *E*
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems; identify opportunities for improvement; and direct the implementation of changes. Recommend and administer policies and procedures. *E*
4. Represent the Transportation department to District staff and outside agencies; Review and resolve sensitive issues; consult with District staff as required. Prepare and present staff reports and other necessary correspondence. *E*
5. Plan, direct and coordinate the Transportation department work plan; meet with supervisory staff to identify and resolve problems; assign projects and areas of responsibility; review and evaluate work methods and procedures. *E*
6. Manage and participate in the development and administration of the Transportation department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. *E*
7. Coordinate Transportation department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Associate Superintendent, Business Services; *E*
8. Participate on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of student transportation. *E*
9. Respond to and resolve difficult and sensitive parent and community inquiries and complaints; confer with school administrators and parents on disciplinary issues involving student passengers. *E*
10. Supervise the scheduling and assignment of transportation staff for all school bus operations within the District; supervise the bus operator training program for transportation staff; direct department staff in the development and review of all home-to-school bus routes; direct the revision of bus schedules and routes in unforeseen circumstances (i.e., traffic hazards, fluctuations in student passengers, etc.). *E*
11. Supervise the operation of the transportation maintenance shop for buses and other District vehicles; direct a preventative maintenance program to keep vehicles in compliance with safety requirements; coordinate the purchase of supplies, materials and equipment. *E*

## **DIRECTOR I, TRANSPORTATION (continued)**

### SPECIFIC RESPONSIBILITIES (continued)

12. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. *E*
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

*E = Essential Function*

### WORK YEAR

Approved days as specified on the Management Salary Schedule

### SALARY

Management Salary Schedule

### QUALIFICATIONS

#### Knowledge/Ability

##### Minimum Requirements:

- Knowledge of organizational management and practices.
- Knowledge of California Motor Vehicle Code, Education Code and other State and Federal laws, codes and regulations.
- Knowledge of and ability to analyze and evaluate programs, policies and operational needs.
- Knowledge of and ability to apply modern practices of operation and management of a bus fleet.
- Knowledge of and ability to apply effective supervision techniques.
- Ability to develop, recommend and implement strategies that influence the activities of large departments.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to plan, organize and direct the work activities of a large work force.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of methods, practices, tools, equipment and materials.
- Ability to understand and implement complex oral and written instructions given in English.
- Ability to compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

#### Experience

##### Minimum Requirement:

- Five (5) years of increasingly responsible experience in business management, automotive transportation or fleet operations work or logistics, including two (2) years of administrative and supervisory responsibility, or any combination of education and experience equivalent to completion of four (4) years of college in the areas of business management, transportation management or a related field.

##### Desirable Qualification:

- Seven (7) years of successful experience in position(s) with increasing management responsibility and/or supervisory experience in the area of business management, automotive transportation or fleet operations work; Experience in the management of a student transportation operation.

## **DIRECTOR I, TRANSPORTATION (continued)**

### QUALIFICATIONS (continued)

#### Education

##### Minimum Requirement:

Any combination of training/education and experience equivalent to completion of four (4) years of college, in the areas of business management, automotive transportation or fleet operations work.

#### Desirable Qualification:

Four (4) year degree from an accredited college/university in business management, transportation management, or related field.

#### License/Certificate

##### Minimum Requirement:

Valid California Driver License.

#### Physical Characteristics

##### With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents and relate the spatial distances between objects.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

### REPORTS TO

Associate Superintendent, Business Services or designee

Cabinet Approved: 3/28/22

Board Approved: 4/18/22