

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### CLERK – DATA CONTROL – TRANSPORTATION

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent; Associate's Degree from an accredited institution preferred.
- (2) Minimum of two (2) years experience in Data Processing or equivalent office atmosphere.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and ability to use a computer terminal and software. Ability to communicate with parents, school personnel and other employees in a professional manner. Effective oral and written communication skills. Knowledge of and ability to read and interpret applicable statutes, rules and policies. Ability to work independently. Possess good mathematical skills.

#### REPORTS TO:

Director II – Transportation

#### JOB GOAL

To provide Data Control Services for the District's Transportation function in the most efficient and timely manner.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Prepare and process inventory control and work order data for the computer system.
- \* (2) Perform daily inventory control duties for the transportation parts inventory system.
- \* (3) Input all garage work order repair data to ensure correct stock balances are maintained for the automated reordering system.
- \* (4) Extract data from garage work orders to ensure non-stocked parts are charged to the proper account.
- \* (5) Enter and retrieve data from the school bus routing computer system, including map edits.
- \* (6) Operate the fuel accounting system, checking computer site activity report for proper download, entering fuel receipts into the system, preparing and maintaining daily inventory reports, exception reports, user accountability reports and fuel receipt reports.
- \* (7) Ensure proper accounting for all fuel and oil issued when the fuel system is in a Bypass Mode (Down).

**CLERK – DATA CONTROL – TRANSPORTATION (Continued)**

- \* (8) Maintain all employee and vehicle data in the fuel system, formatting, encoding, issuing and deleting all fuel system keys and coordinating with inventory systems for proper accounting of all fuel ordered and dispensed.
- \* (9) Prepare fuel system for nightly download and monitor daily activity on the system at the fuel sites, alerting appropriate personnel when problems arise.
- \* (10) Process requisitions and receiving reports on software program.
- \* (11) Enter all new employees and new vehicles into correct department account.
- \* (12) Prepare fuel keys for each vehicle to ensure correct charges to each department.
- \* (13) Perform radio dispatch duties as needed to assist with the monitoring and directing of school bus routing activities and provide immediate communication to transportation employees, schools, and the public regarding school bus accidents, breakdowns, late buses, complaints and other bus-related problems.

**Inter / Intra-Agency Communication and Delivery**

- \* (14) Communicate effectively with staff and vendors.
- \* (15) Keep supervisor informed of potential problems or unusual events.
- \* (16) Respond to inquiries and concerns in a timely manner.

**Employee Qualities / Responsibilities**

- \* (17) Demonstrate initiative in the performance of assigned responsibilities.
- \* (18) Provide for a safe and secure workplace.
- \* (19) Model and maintain high ethical standards.
- \* (20) Follow attendance, punctuality and proper dress rules.
- \* (21) Maintain confidentiality regarding school matters.
- \* (22) Maintain positive relationships with staff and vendors.
- \* (23) Participate in workshops and training sessions as required.

**System Support**

- \* (24) Prepare all required reports and maintain all appropriate records, including weekly and monthly reports.
- \* (25) Follow all School Board policies, rules and regulations.
- \* (26) Exhibit interpersonal skills to work as an effective team member.
- \* (27) Demonstrate support for the School District and its goals and priorities.
- \* (28) Perform other duties as assigned; such as, assisting Director and route managers in dealing with transportation activities, assisting in preparing, entering and auditing payroll and assisting other clerical personnel with assigning field trips and issuing required forms and credit cards.
- (29) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

**CLERK – DATA CONTROL – TRANSPORTATION (Continued)**

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

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities

**PROFESSIONAL SALARY SCHEDULE – PAY GRADE 18**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**