



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0361
Pay Grade: C07

FLSA: Exempt

ASSISTANT DIRECTOR, TRANSPORTATION
REPORTS TO: Director, Transportation
SUPERVISES: Professional, Technical, Supervisory Staff Support Staff
QUALIFICATIONS: Bachelor’s degree from an accredited college or university in business or a related field plus five (5) years progressively responsible experience in a supervisory role. Demonstrated excellent interpersonal, organizational and communication skills. Proven skills in supervision of relatively large size groups of semi-skilled and highly skilled personnel.
PREFERRED: Demonstrated knowledge of school transportation operations in a large fleet (100+ buses) operation. Practical experience in transportation operations including routing and scheduling.
MAJOR FUNCTION
This position manages key support, process, quality control, safety, training, and customer service functions supporting the entire Transportation Department. Administers the Transportation Department’s budget, payroll and purchasing functions. Supervises staff associated with these functions. Exercises discretion and independent judgment.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Manages compound operations. • Coordinates consistency and ensures the effectiveness of the transportation compounds. • Supports the compound managers through on-going feedback and individualized professional development. • Plans for and effectively conducts staff meetings. • Plans, organizes, and manages a technology projects group and department technology goals. • Develops and maintains records necessary for efficient and cost-effective management of the Transportation Department. • Coordinates and directs appropriate training programs for transportation personnel and department employees, with special emphasis on training bus drivers. • Arranges for members of the vehicular repair staff to attend workshops or seminars designed to improve their efficiency and skills. • Develops, implements, monitors, and reports progress on a common calendar used to coordinate the work of various groups within the Transportation Department. This includes but is not limited to: route planning for the regular school year, extended school year, student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities. • Provides management, direction, and knowledge to technical staff. • Works with diverse groups in a professional and courteous manner and communicates effectively both orally and in writing. • Performs the duties of the Transportation, Director when the Transportation, Director is absent from the office. • Communicates district strategic plan, oversees employees’ performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful. • Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws. • Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance. • Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate. • Performs other related duties as assigned.

ASSISTANT DIRECTOR, TRANSPORTATION

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 established by the District.

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

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/05/23 PT; BOARD APPROVED: 01/23/24

ASSISTANT DIRECTOR, TRANSPORTATION

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Assistant Director, Transportation – Admin