

DIRECTOR OF AUXILLIARY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves the overall supervision of a school district's transportation system, which includes responsibility for safe, efficient and economical operation and maintenance. The incumbent acts as a liaison between the transportation department, parents, students, teachers and school administrators. Direct supervision is exercised over all transportation department personnel, the Director of Facilities and Operations and the School Lunch Manager. Supervision over the Director of Facilities and Operations and the School Lunch Manager does not include budget preparation, authorization of spending, or selection of items to be purchased. No supervision is exercised over the custodial staff or school lunch program personnel. Activities are carried out in accordance with school district policies under the direction of the Superintendent of Schools with leeway permitted for the exercise of independent judgement. Does related work as required.

TYPICAL WORK ACTIVITIES:

TRANSPORTATION:

Develops and implements department rules and regulations with assistance from the administration;
Maintains liaison with parents, students, teachers and school administrators;
Receives, reviews and resolves any complaints regarding services;
Prepares tentative departmental budget proposals;
Assists with routing problems and reviews all bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;
Interviews bus drivers and other transportation department personnel for hiring;
Monitors weather and road conditions in order to make recommendations to school administrators as to when the fleet should not run;
Prepares operating cost reports for each bus which includes gasoline, oil, grease, parts, labor and maintenance;
Prepares State Transportation reports; Keeps a daily record of mileage and number of students carried;
Oversees and assists in the enforcement of rules of behavior which apply to student riders and refers serious problems to a principal;
Approves all transportation purchases and bills; Confers with administrative personnel regarding transportation department purchases;
Maintains time records of subordinates for payroll purposes;
Supervises arrangements for special trips;
Attends various meetings as a representative of the transportation department;
May assist Mechanics with vehicle repair;
May prepare a schedule for the transportation department's bus and vehicle replacement;
May operate a school bus.

FACILITIES, OPERATIONS, MAINTENANCE, AND SAFETY:

May direct, through supervisory staff, district facilities operations, maintenance, security, safety activities and a preventive maintenance program;

May schedule, review and participate in periodic staff inspections of district facilities to determine needed improvements, replacements and correction of safety hazards;

May maintain communication links with suppliers of plant services and materials to develop current information making on purchasing and product utilization;

FOOD SERVICE:

May coordinate fiscal management and reporting functions of food service programs through the establishment of a system of controls to assure compliance with federal, state and board requirements;

PERSONNEL (Non-Instructional):

Approves leaves of absence for non-instructional personnel in accordance with the contracts and statements of salary and benefits;

May direct the maintenance of personnel records to control employee pay, vacation, sick leave, insurance, and retirement files for use in personnel transactions and resolution of personnel problems;

May maintain or delegates and supervises continuous communication with municipal Civil Service agency for reporting of personnel transactions and to assure conformance with Civil Service Law and rules;

May supervise the preparation of job descriptions for all assigned positions for use in recruitment, training, salary determination, and performance evaluation;

May interview applications for assigned positions in order to recommend appointments in the classified civil service; Provides financial and other data to a negotiator, negotiating team, fact finder, mediator or arbitrator, before, during or after contract negotiation;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of typical school district's transportation methods and operations;

Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioner of Education and Motor Vehicles;
Good knowledge of the geography of the school district; Good knowledge of business arithmetic and English; Working knowledge of the general repairs required for school transportation equipment;
Working knowledge of automotive repair methods, terminology and tools of the trade;
Ability to carry out complex oral and written directions;
Ability to plan and supervise the work of others;
Ability to keep records and prepare reports;
Demonstrated skill in communicating effectively both orally and in writing;
Skill in human and public relations;
Good judgement;
Thoroughness;
Dependability;
Physical condition suitable to the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in business or public administration, automotive mechanic technology or related field and two years of supervisory experience in one or more of the following components of a transportation system including operations, scheduling, dispatching or automotive repair and maintenance; OR

B) Graduation from high school or possession of an equivalency diploma and four years of experience in one or more of the following components of a transportation system including operations, scheduling, dispatching or automotive repair and maintenance, two years of which must have been in a supervisory capacity; OR

C) An equivalent combination of training and experience as defined between the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Depending on the school district, the incumbent may be required to operate a school bus. If so, he/she must possess a CDL Class B license with passenger endorsement, as set forth in the Rules and Regulations of the New York State Commissioner of Education, State Law and the Vehicle and Traffic Law.