



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P0608165

JOB ANNOUNCEMENT

TRANSPORTATION STATION MANAGER

Transportation Department

CLOSING DATE: July 11, 2008

JOB DESCRIPTION

The Transportation Station Manager, under the direction of the Assistant Director of Transportation, is responsible for managing the student transportation services dispatched from the transportation station.

EDUCATION AND CERTIFICATION REQUIREMENTS

- High School Diploma. Bachelor's Degree preferred
- Five years experience in transportation with managing experience in the area of public school transportation desired.
- Experience in supervising bus transportation staff members
- Knowledge of Federal, State, and local rules and regulations applicable to public school transportation.
- Good leadership and communication skills
- Ability to establish and maintain effective working relationships with District officials, subordinates, and the general public
- Valid Commercial Drivers License (CDL) preferred or will acquire within 90 days of employment
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Manages operational activities and personnel assigned to student transportation services dispatched from the transportation station.
2. Prioritizes and ensures transit route and service commitments to and from school, between school, and extracurricular transport activities are met.
3. Assists in the employment process of bus staff members.
4. Supervises, evaluates and oversees training of bus staff assigned to the transportation station.
5. Assigns additional transportation services for campuses and departments as needed.
6. Communicates with campus and central office administrators concerning transportation matters.
7. Conducts conferences with parents, students, patrons, school administrators on issues concerning transportation matters.
8. Investigates, documents, and submits reports on station's vehicle accidents.
9. Conducts or attends meetings that are associated with transportation personnel on the assigned station's operational issues.
10. Performs other related duties as assigned by the Assistant Director of Transportation.

TERMS OF EMPLOYMENT

SALARY: \$46,018 - \$57,983

PAY GRADE: B40

WORK DAYS: 226

FOR HR USE ONLY
PCN: P6T0T030 00001

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

Northside ISD is an Equal Opportunity Employer