

Anoka Hennepin Independent School District #11
Job Description

Title: Director of Transportation
Department: Transportation
Reports To: Chief Operations Officer
Prepared Date: August 2022

SUMMARY OF RESPONSIBILITIES

Assume administrative responsibility for all Transportation Department personnel, contracted Transportation services, comprehensive planning, scheduling, and implementation of systems, budgets and required reports of Transportation Services for the Anoka-Hennepin School District to ensure safe, reliable and efficient Transportation Services.

DUTIES AND RESPONSIBILITIES

- Secure resources for Transportation Services through the School Board budgeting process. Develop the annual Transportation Services Budget for revision and approval. Direct the oversight of all revenues and expenditures.
- Communicate to the Chief Operations Officer, the requirements and needs of the Transportation Department.
- Ensure all Transportation Services are conducted with integrity. Establish and monitor financial asset management, internal control and reporting systems. Ensure all services are in compliance with applicable Federal, State and Local laws. Ensure all personnel establish and maintain mutual respect with all stakeholders.
- Develop contract specifications and coordinate contract bid/quote/negotiations. Ensure each of the contract service providers meet the contract requirements by: discussing contract requirements, discussion of issues at monthly meetings and/or as they arise, and through written communication, as required.
- Initiate and implement a Stakeholder involvement process by chairing the monthly Transportation Safety Committee, invite all Anoka-Hennepin Transportation Services stakeholders to participate in examining and evaluating the effectiveness of Transportation Services and recommend modifications to process, procedures or School Board Policies as needed.
- Develop and organize annual staff development workshops for all transportation employees (district and contracted staff).
- Develop, submit and present all state, federal and district reports.
- Attend all School Board meetings pertaining to transportation issues. Prepare and present reports pertaining to transportation issues, as requested by the School Board or Administration.
- Advise the Superintendent and Chief Operations Officer regarding matters related to transportation operations, safety, demographics, traffic patterns, and inclement weather.
- Liaison to City, County and State in relation to road construction projects that impact Transportation Services and school site safety.
- Articulate Anoka-Hennepin Transportation issues and interests to City, County and State agencies, including city councils and legislators as requested or needed.
- Promote and maintain effective communication and public relations with regard to the transportation program and safety.
- Oversee the preparation of payroll and personnel record retention.
- Perform other duties as assigned by the Chief Operations Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervise Route Coordinators and Secretarial positions. Indirectly supervise (through Route Coordinator) 80 Bus Para educators and 60 Traffic Control Officers/Crossing Guards. Indirectly supervise contractor staff through contractor management and annual contract performance review. Responsible for overall direction, coordination and evaluation of the Transportation department. Carries out supervisory responsibilities in accordance with school district policies and applicable law. Duties include interviewing, hiring and training employees, planning, assigning and directing work; appraising performance; imposing discipline; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business, Management or related area. Masters degree preferred. Requires ten years experience in Transportation Administration, preferably in an educational setting.

KNOWLEDGE, SKILLS & ABILITIES

Experience and knowledgeable in school bus transportation and use of computerized routing systems. Knowledge of and experience with PC software, word processing, spreadsheets, and complex databases. Excellent time management and planning skills. Skilled in verbal and written communication to/with a diverse audience. Ability to respond to common inquiries or complaints from administrators, teachers, other District employees, the general public, and the School Board. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions. Ability to maintain regular attendance, which includes completing an assigned day. Reliable transportation required.

PREFERRED QUALIFICATIONS

Masters degree preferred.

PHYSICAL DEMANDS

This position advises the Superintendent and Chief Operations Officer about weather or snow/road conditions, when decisions are needed about school closings. Requires the ability to drive on various roads within the school district boundaries to assess road conditions, discuss conditions with school bus contractors, as well as County and Public Safety officials.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. Driving roads in early morning on severe weather days to determine school closing options and make recommendation to superintendent. The noise level in the work environment is usually quiet.