



## Transportation Manager/Administrative Assistant Plant Operations

PO/7

### JOB SUMMARY

This position is responsible for providing administrative support for the operations of the Plant Operations Office.

### MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance.
- Schedules appointments and makes meeting arrangement for department staff.
- Processes and issues purchase requisitions; maintains expense records; analyzes and tracks department budget expenditures.
- Receives and processes requisitions and related documentation.
- Processes state contracts or locates source of supplies; places orders with bidders; reviews bids to ensure adherence to policies and procedures.
- Administers the fleet maintenance program; approves vehicle repair and maintenance; coordinates vehicle reservations; issues fuel cards and keys.
- Administers the Drivers Alert Program for the college.
- Issues PIN numbers to faculty and staff for the purchase of fuel; monitors the purchase of fuel for state vehicles and grounds maintenance equipment.
- Coordinates the temporary custodial personnel program.
- Plan, organize, and manage the work of bus drivers to ensure that the work is accomplished in a manner consistent with organizational requirements.
- Direct activities related to dispatching, routing, or tracking transportation vehicles
- Monitor operations to ensure that bus drivers comply with administrative policies and procedures, safety rules, union contracts, environmental policies, or government regulations.
- Serve as contact person for all drivers.
- Implement schedule or policy changes for transportation services.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of college and departmental policies and procedures.
- Knowledge of business English, spelling, punctuation and arithmetic.
- Knowledge of computers and job-related software programs.
- Skill in prioritizing and organizing work.
- Skill in the management of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Plant Operations Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include Board of Regents policies, purchasing policies, vehicle maintenance schedules, program policies and procedures, and college and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for office operations. Successful performance helps ensure the efficiency of those operations.

#### **CONTACTS**

- Contacts are typically with co-workers, other college employees, students, vendors, contractors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending or stooping. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.