



NOTICE OF VACANCY

DATE: May 2, 2019

TITLE OF VACANCY: Director of Transportation

LOCATION: 530 West Reynolds

DAYS PER YEAR: 260, Including Paid Holidays

HOURS PER DAY: 8

SUPERVISES: Professional and Clerical Staff in Department

REQUIREMENTS/QUALIFICATIONS:

1. Bachelors' Degree in Business Administration preferred.
2. Four years of progressively responsible experience in the field of transportation and/or school management.
3. Thorough knowledge of the principles and practices of student transportation management including privately contracted programs.
4. Thorough knowledge of the scheduling, routing and safe operations of school buses
5. Ability to plan and maintain effective system-wide student transportation programs
6. Strong understanding of special needs and regular education bus routing and student data base systems
7. Ability to respond professionally to inquiries or complaints from District staff, parents, regulatory agencies or members of the community in a timely manner
8. Solid ethical values; treats people with respect; displays a professional demeanor; keeps commitments and deadlines; works with integrity and upholds district values.
9. Ability to make sound, accurate and timely decisions; understanding the implications of such decisions
10. Knowledge of preparing and administering operating budgets
11. Knowledge of laws and regulations pertaining to student transportation
12. Skill in administering transportation related contracts
13. Knowledge of and skill in the use of database, internet, spreadsheet and word processing applications (Excel, Word, Filemaker Pro)
14. Training and/or experience in accounting or bookkeeping
15. Knowledge and/or skill in computerized transportation routing software

SPECIFIC RESPONSIBILITIES:

1. Responsible for the day-to-day operations of the student transportation department
2. Supervises all schedules and routing for regular To/From, Vo-Ed, and Early Start buses
3. Determine bus monitors placement within the confines of budget allocation
4. Prepares the District transportation budget, including allocations for each school's field, activity and athletic trips
5. Administer SMTD free ticket program for high schools
6. Responsible for filing of the annual state transportation claim
7. Process monthly transportation billing
8. Handle parent and school concerns as relates to bus transportation problems
9. Knowledge of District boundaries and the city of Springfield
10. Prepares a variety of written materials, including bid documents, memos, correspondence, reports and procedures to document activities, and/or convey information
11. Performs other duties as assigned

APPLICATION DEADLINE: May 24, 2019

APPOINTMENT DATE: Upon Board Approval

SALARY: Competitive- Based Upon Education and Experience

BENEFITS: Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement - Paid Vacation and Holidays

HOW TO APPLY:

go to www.sps186.org/humanresources and click on classified vacancies, follow online instructions

OR

Refer application and resume to:

Gina McLaughlin-Schurman, Director of Human Resources
Springfield Public Schools District 186
1900 West Monroe Street
Springfield, IL 62704 525-3006

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