

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Transportation Secretary

QUALIFICATIONS:

1. Demonstrated secretarial, communication and interpersonal skills and aptitude for organization and detail to fulfill performance responsibilities.
2. Demonstrated technology skills including proficiency in the use of Microsoft Word, Excel and Access.
3. Pass a Criminal History Review under the provision of P.L. 1986, C116.
4. Pass a physical examination in accordance with statute and board policy.
5. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary and Transportation Coordinator

JOB GOAL: To assist the School Business Administrator and Transportation Coordinator in maintaining the transportation activities in an efficient and organized manner.

PERFORMANCE RESPONSIBILITIES:

1. Assists Transportation Coordinator in maintaining spreadsheets and data bases for all student transportation information.
2. Assists with the preparation, mailing and recordkeeping of all transportation contracts and related correspondence.
3. Prepares and disseminates bid specifications, reports and other documents as required.
4. Assists the Transportation Coordinator in responding to inquiries from parents, transportation vendors and school officials.

5. Performs all typing, filing, copying, mailing and other clerical and secretarial tasks as necessary.
6. Performs all other duties as may be assigned by the Superintendent, School Business Administrator/Board Secretary or Transportation Coordinator.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits established by the Board of Directors.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Staff Personnel.

Board Approved: 11/2/2005