

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR III - TRANSPORTATION

Reference Code: A079

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 44 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions as the responsible line administrator for the Clark County School District Transportation Department. This position is directly responsible to the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develop, recommend, interpret, and evaluate transportation policies, regulations, procedures, standards, and long-range goals.
2. Assist in the selection of staff, the planning and implementation of training programs, and the evaluation of work performance, safety, and professional growth.
3. Plan, organize, direct, and coordinate the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.
4. Coordinate student transportation services with instructional programs.
5. Ensure that services, equipment, facilities, and procedures, including personnel management policies and procedures conform to applicable regulations and District policies.
6. Oversee a comprehensive program for vehicle maintenance; estimate vehicle needs, prepare cost estimates, and write vehicle specifications.
7. Direct, review, and participate in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.
8. Develop and administer transportation budgets.
9. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly both orally and in writing.
2. Possess personal characteristics, including but not limited to, poise, perspective, and integrity.
3. Ability to utilize and promote the use of participatory management techniques.
4. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university in business or public administration, transportation management, logistics or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

Previously demonstrated satisfactory service in a corresponding or related position or five (5) years successful experience in a highly responsible supervisory position of a large organization that included management of personnel, transportation, vehicles, budget preparation, policies, regulations, and procedures.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.