

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Manager, Transportation

Salary Grade: 40

Salary Schedule: Classified Management

Department: Transportation

Reports to/Evaluated by: Director of Transportation

FLSA Status: Exempt

SUMMARY

his senior-level management position in the Clovis Unified School District's Transportation Department manages key support, process, quality control, safety, training, and customer service functions. The role involves establishing process documentation and procedures, along with performance expectations and measurements, to ensure high-quality departmental work, and requires discretion and independent judgment.

DISTINGUISHING CAREER FEATURES

The position is responsible for the efficient and effective performance of approximately 120 department employees and requires extensive knowledge of the student transportation industry and program management, as well as the department's budgetary and administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises, and reviews the work of staff responsible for providing student transportation.
- Participates in the selection of transportation operations staff; provides or coordinates staff training; works with employees to correct deficiencies; and implements disciplinary procedures.
- Prepares various reports on operations and activities.
- Recommends department goals, objectives, and procedures for effective and efficient student transportation services.
- Prepares and administers large and complex budgets and creates clear and concise reports, time, material, and cost estimates.
- Interprets and applies Federal, State, and local policies, procedures, laws, and regulations.
- Communicates clearly and concisely, both orally and in writing, coordinates schedules and assignments, and evaluates the routing and scheduling of school buses.
- Establishes and maintains effective working relationships with those contacted during the course of work.

QUALIFICATIONS

- **Knowledge and Skills:** Principles, practices, methods, and techniques of supervision and training. Principles and practices of public sector budget preparation and administration. Applicable Federal, State, and local laws, codes, and regulations.
- **Abilities:** To plan, organize, assign, supervise, and review the work of others. Train staff in department rules, regulations, policies, and procedures. Analyze complex problems, evaluate alternatives, and recommend effective courses of action. Prepare and administer budgets, analyze data, and prepare reports. Interpret and apply laws, regulations, policies, and procedures. Communicate effectively, both orally and in writing. Establish and maintain effective working relationships.
- **Education and Experience:** Associate's Degree in Business Management, Transportation Management, or a related field. Four (4) years of increasingly responsible experience in automotive transportation or fleet operations work, including two years of administrative and supervisory responsibility. Any equivalent combination of education, training, and experience.
- **Licenses and Certificates:** Must be able to obtain a valid Commercial Driver's License. Must be able to obtain a valid California Special Certificate with a School Bus endorsement. Must be able to obtain a California State Department of Education School Bus Driver's instructor or administrative certificate. Medical examination card. Valid American Red Cross First Aid Certificate.

WORKING CONDITIONS

- Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.