

MID-PLACER PUBLIC SCHOOLS TRANSPORTATION AGENCY

CHIEF EXECUTIVE OFFICER

ORGANIZATIONAL RESPONSIBILITY

The Chief Executive Officer is responsible to the Governing Board of the Mid-Placer Public Schools Transportation Agency.

DEFINITION

Under Board direction, to plan, organize, and direct a multi-district school bus system; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The incumbent of this classification is responsible for planning, organizing, and directing a large, complex school bus system comprised of a number of school districts joined in a consortium to centralize bus service within a Joint Powers Agency. As part of this responsibility, the incumbent administers the Agency's school bus system and the vehicle maintenance and repair program.

EXAMPLES OF DUTIES

(The listed examples do not represent all duties which may be performed by this position.)

In consultation with the Governing Board, which is comprised of representatives of the participating school districts:

Internal:

- Administers the multi-district school bus system and vehicle maintenance and repair program.
- Analyzes programs and plans and implements programs in consultation with district administrations.
- Prepares and controls transportation budget.
- Develops and supervises pupil safety procedures, emergency procedures, and driver training programs.
- Confers with subordinates regarding routing and scheduling, and maintenance and repair.
- Supervises the selection, assignment, and retention of personnel.
- Assumes responsibility for establishing and maintaining operating and cost records.
- Keeps current on applicable state, federal, or other regulations pertaining to areas of responsibility.
- Writes specifications and analyzes bids.
- Prepares and presents reports to the Board.
- Makes recommendations to the Board and administrations regarding policies and procedures.

External:

- Establishes and maintains inter-district, intra-district, and community communications.

DESIRABLE QUALIFICATIONS

- Knowledge of: Practices and problems of operating a transportation system.
Provisions of the California Motor Vehicle Code, Education Code, Administrative Code, and School Accounting Manual applicable to the operation of vehicles in transporting students.

Desirable Qualifications continued:

Principles and practices of effective supervision and training.
General knowledge of methods, tools, and equipment employed in the repair of school buses.

and

Ability to: Keep and compile records and reports.
 Make arithmetical computations.
 Work cooperatively with others.

and

Training and Experience:

Equivalent to graduation from a four-year college or university and four years of experience in a supervisory capacity.

MEDICAL CATEGORY

(Light Physical Effort)

1. This position requires no extraordinary physical strength or qualifications.
2. Work assignments are normally located in a work environment with no unusual physical requirements or environmental conditions; require only light physical functions.
3. Lifting 25 lbs. maximum or carrying any object up to 15 lbs.