

# TRANSPORTATION ASSISTANT

*Note: The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.*

**PURPOSE:** The incumbent will coordinate the development, preparation, evaluation and modification of school bus routes. Act as the liaison with other departments and schools in the area of transportation scheduling and services. Maintain communication between parents, students, contractors, drivers, and district staff. Conduct bus safety programs at schools and administer the school bus pass program.

## **ESSENTIAL FUNCTIONS:**

- Scheduling and modifying school bus routes; utilizing Computer Assisted Transportation System (CATS).
- Monitoring school bus routes to ensure adequacy of services and that the bus services are operating safely and efficiently.
- Maintaining current records of all routes, route changes, extra-curricular activities, and other records required by the Manager/Director of Business Services.
- Administering the MPS bus pass program; assist school staff in implementing the bus pass program within their schools.
- Monitoring compliance with the School Board's policy concerning pupil transportation; assisting in the development and implementation of student transportation policies and procedures.
- Responding to inquiries/complaints from parents, citizens, students, contractors and bus drivers regarding transportation problems; assisting parents who visit the department with their transportation problems.
- Performing field investigations that relate to student transportation problems.
- Evaluating school bus loading and unloading procedures and instructing school personnel on proper safety procedures.
- Developing school bus safety programs and distributing literature to communicate the bus safety procedures to students and parents.
- Maintaining communication among parents, students, school staff, bus contractors, bus drivers and other personnel to promote understanding of transportation policies and procedures; resolving specific transportation problems.
- Representing Pupil Transportation Services at meetings involving complaints against bus contractors or students.
- Assisting staff members from Student Services, Special Education Services and alternative programs in placing students on school bus routes or with general transportation problems.
- Performing other job-related tasks as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

## **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree in Education, Business Administration or closely related field from an accredited college or university.

**NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box MPSTA, Department of Employee Relations, City Hall, Room 706, 200 E. Wells St., Milwaukee, WI 53202-3554. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.**

## ***Transportation Assistant (MPS)***

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2. Valid driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

*Equivalent combinations of job-related coursework and experience may also be considered.*

### **DESIRABLE QUALIFICATIONS:**

- One year of experience administering programs closely related to the essential functions above including experience planning, scheduling and evaluating programs for improvement.
- Serving as a liaison for diverse communities.
- Supervisory experience.
- Experience with statistical and financial procedures and reports.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIREMENTS:**

- Knowledge of MS Office software programs.
- Knowledge of MS Outlook email service.
- Analytical and problem solving skills.
- Oral communication and presentation skills.
- Judgment and decision making skills.
- Written communication and reporting skills.
- Time management, project management, and strategic planning skills.
- Ability to utilize statistical reports and financial data.
- Ability to navigate and manage computer databases.
- Ability to monitor and enforce policies.
- Ability to develop and improve job-related programs.
- Ability to interact with administrators, contractors and the general public diplomatically and respectfully.
- Ability to act as liaison between the school and other departments/organizations supporting transportation.
- Ability to manage interpersonal conflict.

**THE CURRENT PAY RANGE IS:** \$46,604 - \$65,574 annually with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **November 16, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

**APPLICATIONS** and further information may be obtained in person or via mail from the City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, from [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.