

## **TRANSFER/PROMOTIONAL OPPORTUNITY**

### **MANAGER OF PUPIL TRANSPORTATION SERVICES (Milwaukee Public Schools)**

**THE PURPOSE:** To administer, coordinate and supervise the effective and efficient operation of the MPS pupil transportation system.

#### **ESSENTIAL FUNCTIONS:**

- ❖ Direct the day to day operations of Pupil Transportation
- ❖ Supervise and assign responsibilities to the Transportation Assistants and support staff.
- ❖ Administer transportation software applications.
- ❖ Manage school bus contracts and conduct performance evaluations with all bus contractors.
- ❖ Review policies and procedures governing the transportation system and make related recommendations.
- ❖ Assist in developing the annual Pupil Transportation budget.
- ❖ Communicate effectively with diverse groups regarding transportation issues.

#### **REQUIREMENTS:**

1. Current status and at least 3 months experience as a City of Milwaukee or Milwaukee Public Schools employee.
2. At least three years of significant and recent managerial experience with responsibility for supervision of projects, budgeting, planning and policy formation.
3. Master's Degree in Educational Administration, Public Administration, Business Administration or a related field.  
*Equivalent combinations of training and experience may also be considered.*
4. Valid driver's license at time of appointment and availability of a properly insured personal vehicle for use on the job throughout employment.
5. Continual City of Milwaukee residence throughout employment.
6. Desirable requirements are: Experience in directing pupil and/or public transportation services on a large scale basis and Experience in specification analysis, bid solicitation and analysis.

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

- ❖ Ability to express ideas clearly and concisely, orally and in writing.
- ❖ Knowledge of computer systems with a working knowledge of basic database concepts; advanced windows tasks such as, but not limited to, installing/uninstalling software, managing windows scheduled tasks and basic troubleshooting skills; and the ability to converse with technical staff and consultants to properly articulate system issues and needs.

**THE CURRENT SALARY RANGE IS:** \$68,313 - \$99,128 with excellent benefits.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations and Milwaukee Public Schools reserve the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. The selected person will be transferred/promoted to this position.