

Honeoye Central School – Vacancy

Salary range: \$75,000-\$90,000/yr.

Under the NY HELPS Program, the Civil Service Exam for this title has been waived. For additional information regarding the NY HELPS Program, please visit: <https://www.cs.ny.gov/help/faq.cfm>

DIRECTOR OF TRANSPORTATION

MINIMUM QUALIFICATIONS: Either:

1. Possession of a Bachelor's Degree, or higher, AND two (2) years of full-time paid experience, or its part-time equivalent, in transportation planning, fleet scheduling, logistics distribution, fleet management, or school administration; one (1) year of which must have been in a supervisory capacity;
OR
2. Possession of an Associate's Degree AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (1) above; one (1) year of which must have been in a supervisory capacity;
OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial position involving planning and operations management of a large, highly complex school transportation system. The work is performed under the general direction of the School District's Business Officer but exercises considerable independent judgment. Supervision is exercised over all transportation personnel and the Director is a member of the School District Administration. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and coordinates the school district transportation route and schedules within policies established by Federal, State government and the Board of Education;
Interacts with teachers, administrators, parents, and students to solve problems related to school district transportation issues;
Develops and implements systems for passenger list, special events and acts as district liaison for all transportation issues;
Develops capital and operating budgets to meet district requirements;
Recommends appointments, dismissals, and all other personnel actions in the Transportation Department;
Oversees transportation department record keeping ensuring compliance with all safety and personnel requirements;
Works with School District officials and parents to resolve behavior problems on school buses;
Works with appropriate public officials and authorities in consultation on road hazards and weather conditions for decisions involving routing and school closing during inclement weather, or any major disaster, requiring transportation involvement;
Maintains knowledge of preventive maintenance practices, bus repair and operation costs, and bus specifications;

Continued on Page 2

DIRECTOR OF TRANSPORTATION

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Prepares reports as prescribed by the State Education Department, and reviews with the School District's Business Officer for submission to the Superintendent of Schools;
Keeps informed of latest trends and developments in school transportation services, utilizing this knowledge for the functional value of the program as may be feasible;
Maintains financial records of the fleet with the assistance of the head mechanic and/or head driver;
Prepares data for computer-based cost reporting system;
Performs a variety of activities related to the Transportation Department as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of transportation/logistics management;
Good knowledge of preventive maintenance and repair for a fleet;
Knowledge of general principles of management; ability to understand, interpret and apply State and Federal Laws, Rules and Regulations in the area of school district transportation;
Ability to interact with district officials and transportation staff;
Ability to understand, plan and implement complex operational plans;
Ability to express oneself effectively both orally and in writing;
Ability to implement contemporary management principles including personnel issues in the public sector;
Ability to speak to parents, district officials and members of the mass media in an informed manner regarding district policies, emergency situations and special programs;
Good judgment in the resolution of problems;
Resourcefulness, Initiative;
Physical condition commensurate with the demands of the position.

APPROVED: AUGUST 26, 1998

REVISED: 6/3/22; 9/6/22; 1/23/26

CIVIL SERVICE CLASSIFICATION: COMPETITIVE

JURISDICTIONS: SCHOOL DISTRICTS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES