

Transportation Operations Supervisor

Position Details

Class Code: 6330

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under administrative direction, implements, monitors, and maintains the Clark County School District's Transportation ZONAR (personnel time-reporting system), Central 2K (Centralized Administrative Personnel Information Tracking and Route Tiering system), and OARS/SAP (payroll time-reporting software.)

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Trains, supervises, and provides input for the evaluation of assigned Transportation Operations office staff.
2. Develops, implements, monitors, maintains, and updates data to be used in the computer-assisted transportation scheduling and time-reporting program.
3. Develops, implements, evaluates, reviews, supervises, trains, and administers transportation time-reporting activities.
4. Initiates, tracks, audits, and processes requisitions for time-reporting activities.
5. Meets payroll deadlines and reviews payroll variances.

6. Communicates with Transportation department and District personnel regarding scheduling/payroll procedures, time-reporting procedures, and District policies/regulations.
 7. Coordinates with Field Supervisors and Routing/Scheduling Staff to maintain up-to-date listings of routes, schedules, tiering, and transportation employee time-reporting information.
 8. Compiles, composes, and types reports/correspondences.
 9. Coordinates routing/scheduling and time-reporting activities with appropriate field supervisors, routing/scheduling staff, and other departments.
 10. Reviews, analyzes, and approves time-reporting changes for driver hours, routes, and runs.
 11. Reviews, evaluates, and maintains annual transportation bid route sheets.
 12. Coordinates activities between the Transportation Operations office, Pay Data, and Payroll departments.
 13. Performs a variety of essential recordkeeping and filing duties (i.e., coordinating/maintaining various transportation documentation such as requisitions and employee files), to support the computerized time-reporting scheduling program, centralized administrative personnel information tracking, and route tiering systems.
 14. Maintains and updates computer system database to compile, store, and/or retrieve information to prepare various reports.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the development, implementation, monitoring, and maintenance of the District's Transportation OARS, ZONAR, EDULOG, and Central 2K.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of management and time-reporting.
2. Knowledge of payroll's online absence reporting system (OARS or SAP.)
3. Knowledge of transportation systems (Central 2K, EDULOG, ZONAR.)
4. Knowledge of data processing as it relates to transportation scheduling information.
5. Ability to communicate effectively, both verbally and in writing.

6. Ability to maintain security of confidential employee information.
 7. Ability to operate a computer and application software (Microsoft Office.)
 8. Ability to work under pressure and meet deadlines.
 9. Ability to develop/apply operating and work procedures.
 10. Ability to supervise and evaluate employees.
 11. Ability to plan, organize, and interpret payroll processes/procedures.
 12. Ability to work cooperatively with administrators, employees, other District departments, and outside agencies.
 13. Ability to recognize and report hazards and apply safe work methods.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Three (3) years' of transportation scheduling and time-reporting experience in a large commercial or government agency.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. One (1) year of supervisory experience.
 2. Three (3) years of ZONAR, EDULOG, and Central 2K experience.
 3. Associate degree with emphasis in management information systems or business.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities - Transportation department and other District offices/schools.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery, (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, calculators, blueprints, specifications, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/21/23
- Created: 08/20/91