



Position Description

Title:	TRANSPORTATION ADMINISTRATIVE ASSISTANT
Reports To:	DIRECTOR OF CHILDREN'S SERVICES
Division:	CHILDREN'S SERVICES
Program:	HEAD START
Status:	NON-EXEMPT, HOURLY
Hours Per Week:	40

SUMMARY OF POSITION

Provide clerical, data entry, and transportation support services for the Children's Services division.

ESSENTIAL JOB RESPONSIBILITIES

- Coordinate the maintenance and upkeep of all program vehicles including busses.
- Track volunteer bus monitor hours and distribute incentives when established accumulative volunteer hours are reached.
- Monitor the Head Start bus radio system and accurately disseminate information gained through transmissions.
- Document all conversations with parents regarding transportation issues such as complaints, repeated instances of failure to meet bus, etc. into the child tracking system.
- Track vehicle mileage, fuel costs, and repair and maintenance expenditures.
- Provide a monthly report to the Director of Children's Services in a timely manner each month.
- Enter in-kind into the child tracking database. Insure in-kind submitted is accurate and allowable. Produce monthly in-kind reports.
- Assist as needed with child and family data entry into the child tracking system paying attention to accuracy.
- Assist with maintaining an efficient and orderly system for filing documentation of services received by children and pregnant women enrolled in the Head Start and Early Head Start programs. Assure that files are complete and maintained in a confidential manner. Assist with conducting file checks according to timeline.
- Maintain an inventory of the resource library.
- Assist with general office and administrative functions.

- Report any cases of suspected child abuse or neglect, as required by law, in accordance with agency policies and procedures.
- Attend all pre-service and in-service trainings, as well as various staff meetings and Policy Council meetings as requested.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Maintain confidentiality at all times.
- Assist with gathering and accurately documenting in-kind.
- Create and adhere to career and position goals
- Perform additional duties as deemed necessary by the Director of Children's Services.

MINIMUM REQUIREMENTS

- Minimum of a high school diploma or GED.
- Experience in working in an office setting preferred.
- A CDL is preferred. If applicant does not have a CDL, he/she must be willing to obtain a valid Indiana Commercial Driver's License with "S" endorsement, certification as a school bus driver through the Indiana Department of Education / Pupil Transportation Division.
- Must provide proof of auto insurance.
- Must submit to a criminal history background check.
- Must submit to a drug and alcohol test once a CDL is obtained and randomly throughout the year.
- Must have an exemplary driving record.
- Must obtain a CDL physical and update every two years.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of the operation of motor vehicles and the problems that may occur in the operation of the vehicles is preferred.
- Problem solving abilities.
- Good written and verbal communication skills.
- Intermediate computer skills, internet and e-mail.
- Strong organization and time management skills, ability to meet tight deadlines and work under pressure.
- High level of efficiency, accuracy and attention to detail.
- Able to perform basic math skills including calculating decimals and percentages.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff, parents and community resources.

- Ability to set and maintain professional boundaries with families and staff.
- Ability to interpret policies and regulations.
- Ability to respond appropriately to an emergency or a crisis situation.
- Occasional kneeling, stooping, bending.
- Occasional lifting up to 50 lbs.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Interested applicants should forward a resume and cover letter to:

Hoosier Uplands EDC
Attn: Debbie Beeler, Director of Children's Services
500 West Main Street
Mitchell, IN 47446

-or-

dsbeeler@hoosieruplands.org