MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

IDENTIFICATION INFORMATION

1. JOB TITLE: District Director, Transportation
2. DEPARTMENT: Department of Transportation Operations
3. IMMEDIATE SUPERVISOR: Administrative Director
4. PAY GRADE: 23
5. JOB CODE: 0877
6. BARGAINING UNIT: 6
7. POSITION AUTHORIZED: Board Item H-4, June 16, 2004
8. DATE OF LAST REVISION: Board Item D-24, July 12, 2006

OCCUPATIONAL SUMMARY

Assists the Administrative Director of the Department of Transportation in planning, organizing, and managing the operations of the Department of Transportation. Assists in ensuring that correct policies are in place to provide timely, accurate, efficient and cost effective operational responses that will satisfy the needs of the district. Responsibilities include overseeing the operational management of eight terminal complexes that operate over 1,200 routes per day transporting over 63,000 students daily with over 2,000 employees.

EXAMPLE OF DUTIES

1. Supervises the office staff of the central administration of the Department of Transportation.

2. Supervises, assesses and evaluates performance of administrators reporting directly to this position. Monitors personnel performance appraisal plan for all administrators in the Department of Transportation.

3. Supervises the selection, training and assignment of school bus drivers and ensures compliance with Federal, State and local laws and requirements.

4. Supervises the use of computer enhanced school bus routing systems and the development of a centralized computer routing system.

5. Assists the Administrative Director of Transportation in the development of the budget, reports and records.
6. Oversees the Center Directors in the planning, coordinating and assignment of buses for transporting large numbers of students for special occasions related to school/governmental sponsored activities.

7. Assigns drivers, attendants and other resources to each terminal, and assists in forecasting the future personnel needs of the department.

8. Performs other duties related to general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors and outdoors and requires frequent in-county travel.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor’s degree with a minimum of five (5) years supervisory work experience in a school bus transportation department, municipal transit department, or operations department of a large school district.

2. Ability to respond constructively to stressful situations, resulting from short deadlines, complex employee personnel requirements, and school and parental complaints, as evidenced by submitted information/documentation.

3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentation and submitted documents.

4. Valid Florida driver’s license.