



## ASSISTANT DISPATCHER

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### Position Summary

Maintains payroll records for Transportation Department including time worked and leave records. Assists in dispatching and scheduling of work assignments for Bus Drivers transporting student on routes, excursions and field trips. Drives buses on an emergency relief basis.

### Supervisory Relationship

This position reports to the Transportation Manager.

### Essential Functions

1. Maintain daily records of transportation staff (school bus drivers, office staff) time and leave records.
2. Assist Dispatcher in scheduling of busses and drivers for field trips, athletic events, or other excursions. Provide cost estimates, verify bus/driver availability, assign based on trip level, driver qualifications, and minimum overtime, and relay special bus equipment or cargo information.
3. Assist Dispatcher with substitute drivers to insure that all route busses go out on schedule. May assign other transportation personnel to drive on an emergency relief basis.
4. Receive and process requests for route schedule adjustments. Confer with supervisor; inform drivers, schools, and transportation shop of approved adjustments.
5. Contact drivers in busses by two-way radio to receive or provide information on equipment breakdowns, road hazards, accidents, student locations, or route changes. Notify schools of late busses.
6. Use computer application software to write memorandum, store and evaluate data, email, etc.
7. Perform emergency relief bus driving as assigned.
8. Maintains regular and prompt attendance,
9. Performs other related duties as assigned.

### Required Knowledge, Skills and Abilities

1. Thorough knowledge of the local geographic region and school locations.
2. Highly developed oral communications skills.
3. Ability to consider resources and alternatives, develop and implement solutions to scheduling problems to optimize efficiency of District transportation operations.
4. Ability to operate two-way radio and current office technology and equipment (e.g., computer systems, fax, copiers, etc.)
5. Ability to work under pressure of deadlines and frequent interruptions.
6. Ability to respond evenings or weekends to schedule changes, absence reports, or routing problems.
7. Experience differentiating practices for diverse populations.

8. Ability to work effectively and collaboratively with diverse students, staff, and community populations.

**Minimum Qualifications**

- One year of experience in dispatching or related field requiring public interaction.
- Two years bookkeeping experience or related experience.
- Ability to obtain a valid State of Oregon School bus driver's license.
- Ability to obtain a valid first-aid card.
- Bilingual proficiency and/or multicultural experience strongly preferred.
- Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified
<b>Pay Grade</b>	Grade 10, 12 Month Employee
<b>Approved by</b>	Cydney Vandercar Director of Human Resources
<b>Last revised</b>	January 2017