



**JOB DESCRIPTION**  
**SCHOOL DISTRICT**  
**U-46 HUMAN**  
**RESOURCES**

<b>Position / Title:</b> Transportation Office Manager	
<b>Bargaining Unit:</b> NON-UNION	<b>Department/Location:</b> Transportation
<b>Work Days:</b> 260 days	<b>Reports To:</b> Transportation Assistant Director
<b>JD Revision Date:</b> 11/12/24	<b>Supervises:</b> N/A

### **Function / Position Summary**

Provide assistance in the implementation of Transportation Payroll / other program guidelines and requirements in accordance with Federal, State, and Local regulations. Ensures safe and effective productive department operations through office management, communications, collaboration with other staff, and directed procedures. Must exercise strong time management, multitasking, and prioritizing skills. Utilize excellent verbal and written communication skills to ensure all timelines are met. Maintain confidentiality of student/staff information in the school and community.

### **Job Duties / Responsibilities**

- Prepare and maintain records pertaining to payroll, sick days, personal days, vacation time, and process all adjustments necessary to complete employee payroll within the required time lines.
- Work with Transportation Management to identify and resolve any timekeeping irregularities/discrepancies with employee punches within the required payroll time lines.
- Prepare employee punch schedules for the weekly route bidding process.
- *Responsible for processing student transportation related invoices for payment at scheduled BOE meetings.*
- Manage office supplies inventory and place orders as needed
- Manage confidential documents, contracts, and other critical information as needed.
- Monitor and update Transportation Intranet.
- Create and distribute Transportation communication to include monthly newsletters, staff communication, and information for the bulletin monitors.
- Other duties as assigned by Transportation Administrators.
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### **Education**

- High School Diploma or equivalent.
- Valid Illinois commercial driver's license (CDL) preferred.
- Current school bus driving permit/endorsement preferred.
- Bilingual - Spanish/English - written/verbal preferred.

### **Experience / Knowledge**

- Knowledge of Google Suite, Microsoft Office, and other data entry programs
- Minimum of two (2) years' experience in payroll. department policies, procedures, and regulations (preferred).
- Ability to plan and organize work to maintain effective working relations as necessitated by work assignments.



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**Physical Demands**

- Ability to work on a computer for a major portion of the day
- Ability to assist in lifting up to 30 lbs
- Ability to work in a very fast-paced and stressful environment with unscheduled interruptions.

**Terms of Employment**

- This is a 12-month position. Salary and benefits as established by the Board of Education.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_