

Director IV, Transportation

Position Details

Job Code: 7103

Reference Code: A079

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible line administrator for the Clark County School District Transportation Department. This position is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Develops, recommends, interprets, and evaluates transportation policies, regulations, procedures, standards, and long-range goals.
2. Assists in the selection of staff, the planning and implementation of training programs, and the evaluation of work performance, safety, and professional growth.
3. Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other Clark County School District vehicles.
4. Coordinates student transportation services with instructional programs while ensuring and guiding compliance of all Federal, State, and District mandates relevant to servicing students with disabilities and medical needs.

5. Ensures that services, equipment, facilities, and procedures, including personnel management policies and procedures conform to applicable regulations and District policies.
 6. Oversees a comprehensive program for vehicle maintenance; estimate vehicle needs, prepare cost estimates, and write vehicle specifications.
 7. Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.
 8. Develops and administers transportation budgets.
 9. Develops, implements, and tracks key performance goals to improve customer service, ensure fiscal efficiency, and improve or develop employee support and management tools.
 10. Oversees and directly supervises the routing and scheduling activities and plans. Participates in open discussions to provide transportation fiscal impact relative to bell time changes, boundary changes/rezoning, program expansions and other services in which transportation of pupils will be essential.
 11. Perform other duties related to the position, as assigned.
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Position Expectations

1. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into action.
2. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
3. Possesses and projects a sense of vision, involves others in accomplishing goals and problem solving, and interacts effectively with employees.
4. Possesses an understanding of the change process and its relationship to current trends in large urban school districts, ability to plan and implement change to improve student learning.
5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and being accountable to those decisions.
6. Effectiveness in using computer technologies to enhance professional learning opportunities and to manage departmental functions.

7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school District.
 8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self.
 9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
 10. Ability and desire to establish positive relationships with persons regardless of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law, with an active commitment to equal opportunity for all students and staff.
 11. Ability to represent the school District in the community through business partnerships and activities.
 12. Ability to maintain a high level of responsiveness to concerns, inquiries and complaints within an extremely fast paced environment.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in business or public administration, transportation management, logistics or a related field or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

Previously demonstrated satisfactory service in a corresponding or related position or seven (7) years successful experience in a highly responsible supervisory position of a large organization that included management of personnel, transportation, vehicles, budget preparation, policies, regulations, and procedures.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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, or 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: 05/03/22
- Created: 09/09/08