



JOB TITLE:	<b>OFFICE COORDINATOR - BUS</b>	DIVISION:	<b>BUS</b>
REPORTS TO:	<b>SUPERVISING ADMINISTRATIVE ASSISTANT</b>	EEO CATEGORY:	<b>06 - CLERICAL</b>
FLSA:	<b>NON-EXEMPT</b>	SAFETY-SENSITIVE:	<b>NO</b>
CLASSIFICATION:	<b>NON-REPRESENTED</b>	LOCATION:	<b>SAN RAFAEL</b>

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## Position Summary

Under general supervision, the Office Coordinator in the Bus Administration Office provides responsible, varied and confidential secretarial and administrative assistance for management and professional staff and performs related work as required. The exact nature of the work will vary with the department to which assigned; however, all positions require the use of initiative, independent judgment, tact and discretion, particularly when working with District management staff, members of the Board of Directors or representatives of other organizations to exchange information and explain policies and procedures.

## Essential Responsibilities

- Creates and maintains databases, filing systems, and record keeping systems
- Researches, compiles, and generates reports required for monitoring compliance with federal, state, and local regulations as well as internal reports for District use
- Coordinates the Bus Operators and Bus Maintenance attendance program including issuing occurrences, and issuing warning notices
- Approves and tracks time off requests and bus operator bids through the annual vacation bidding process
- Reviews finished material for completeness, accuracy, compliance with policies and procedures, and appropriate grammar usage
- Works closely with others so that assigned correspondence and projects are completed in a timely manner
- Organizes and maintains confidential department files, records and databases
- Schedules hearings for attendance arbitrations, grievances, and safety and operations infractions
- Formats and distributes operating bulletins
- Assists in the notification of attendees for various meetings and training
- Conducts and independently carries through a variety of assigned special projects related to the activities of the department
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service



- Knows and follows applicable safety and health rules and safe working practices
- Performs additional related duties as assigned.
- Regular and reliable attendance and performance are required.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- Demonstrated skill in basic and advanced features of word processing, data base management, and basic features of spreadsheets, type with sufficient speed and accuracy to meet position requirements
- Office administrative practices and procedures, including business letter writing, editing, filing, and the operation of common office equipment
- English usage, including spelling, grammar, punctuation and vocabulary
- Record keeping, report preparation, and basic mathematical calculations

### Ability to:

- Work in a highly confidential environment and use strong problem solving skills
- Learn and apply District policies, laws, and regulations that pertain to work
- Compose correspondence and complete projects from brief oral and/or written instructions
- Use initiative and apply independent judgement within established guidelines; propose new guidelines or procedures where appropriate
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum supervision while working under frequent interruptions and changing priorities
- Establish, organize, and maintain a variety of files and materials, including those with confidential content
- Use tact, discretion, and professionalism in establishing and maintaining effective working relationships with individuals at all levels of organization
- Read and understand various Memoranda of Understanding for policy, procedure, and paperwork processing needs
- Actively participate and function in a team-based environment



## Minimum Qualifications

### Education and/or Experience:

- A minimum of three years recent position related confidential administrative experience performing a variety of duties, including advanced word processing using MS Word for Windows or similar software.
- A Bachelor's Degree in Business Administration or related field may be substituted for one year of administrative experience.
- Spreadsheet experience is desirable for the current opening; however, one year of experience using computerized spreadsheets, including the creation of spreadsheets using Excel or other spreadsheet software may be required for other Coordinator positions.
- HASTUS familiarity/experience is highly desirable.

### Physical Requirement:

Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Routine use of computer, telephone and other office equipment. Some lifting may be required – generally up to ten pounds. Records management may involve repetitive stooping, bending and reaching motions.