

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Lead Transportation Dispatcher	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9450	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 49 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	05-27-10

BASIC FUNCTION:

Perform advanced transportation duties by directly supporting the Dispatch Department, and assisting the Fleet Supervisors in accomplishing the day-to-day activities of the Transportation Department. Develop, coordinate, implement, and maintain the continual assignment of the transportation scheduling network; train, provide work direction, and facilitate the work of assigned transportation dispatchers and schedulers.

DISTINGUISHING CHARACTERISTICS:

The Lead Transportation Dispatcher may perform in a team or project leader capacity on special projects assigned by the Fleet Supervisors or the Director.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Develop, coordinate, implement, and maintain the continual assignment of the transportation scheduling network; train, provide work direction, and facilitate the work of assigned transportation dispatchers and schedulers. **E**

Review trip scheduling production for compliance with policy and opportunities for economics and consolidations; monitor report production backlog, and redistribute work among dispatchers and schedulers to meet deadlines. **E**

Work directly with other members of the Transportation Leadership Team to construct and maintain service in accordance with personnel rules, collective bargaining agreements, and other required specifications. **E**

Review, recommend, and implement corrections to tiers, assignments, and driver and bus utilization; collect, review, and schedule modifications in support of special calendars and activities of schools. **E**

Organize and direct data coordination including special education, concap, No Child Left Behind (NCLB), field trips, therapies, work experience, etc., with the transportation network; receive, analyze, and initiate corrective action to exceptions in routing and assignments. **E**

Organize assigned staff responsible for the receipt, screening, input, and storage of student service requests and information **E**

Provide distribution to and liaison with contract carriers and agencies. **E**

Serve as key contact for district-based questions and concerns regarding bus scheduling; explain procedures and policies; respond to complaints and disputes related to assigned work function. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of progressively responsible experience as a scheduler or dispatcher in a large transportation organization. Of the four years of experience, one year leadership experience supervising a scheduling operation or planning function is desirable.

LICENSES AND OTHER REQUIREMENTS:

Willingness to work non-traditional work weeks and hours. Good attendance record.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Topography and road conditions of Sacramento County.

Motor vehicle laws, regulations, and Education Code sections applicable to a school bus transportation system.

District organization, operations, policies, and procedures related to assigned duties.

School bus routing, scheduling, assignment, dispatching bus stops, and walking distances.

Operation of a two-way radio system.

Basic record-keeping techniques.

Technical aspects of field of specialty.

Reading and writing English communications skills.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer, related software, and standard office equipment.

Health and safety regulations.

ABILITY TO:

Investigate and analyze transportation and operations data.

Rapidly learn topography, addressing design, street and freeway layout of the district.

Analyze and comprehend transportation planning activities and requirements.

Communicate effectively via telephone or two-way radio system.

Read, interpret, apply, and explain rules, regulations, policies, and procedures related to assigned duties.

Read and use maps to give directions; speak clearly and distinctly.

Perform tasks under pressure of deadlines and volume.

Calculate figures and amounts.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Demonstrate tact, diplomacy, and sensitivity to individual concerns.

Respond to emergency situations exercising independent thinking and good judgment.

Prepare oral and written reports; understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively, both orally and in writing.

Organize and maintain accurate and complete records and files.

Work non-traditional work weeks and hours.

Lift, carry, or pull light objects according to safety regulations.

Operate a computer, related software, and standard office equipment.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Fast paced, multi-tasked office environment with continual diversions; high volume levels of noise with multiple steady lines of communication.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person, on the telephone, or by two-way radio; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view computer monitors; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lift, carry, push, or pull light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied or abusive individuals; tasks consistently deal with immediate response requirements and a stressful work environment; subject to consistently loud noise.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date