

SAN MATEO COUNTY OFFICE OF EDUCATION

Participate in the development and preparation of the annual preliminary transportation budget; review and

Principles of efficient and economical bus routing techniques.
Principles and practices of administration, supervision and training.
Problems and concerns of students with special needs.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.
Basic budget preparation and control.
Policies and objectives of assigned programs and activities.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.

ABILITY TO:

Plan, organize and direct County Office transportation operations, routing, scheduling and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations.
Coordinate communications, contractor services and personnel to meet student transportation needs.
Supervise and evaluate the performance of assigned personnel.
Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities and meet student needs.
Interpret, apply, explain and assure compliance with student transportation laws, rules, regulations, policies and procedures.
Serve as a technical resource concerning County Office transportation functions.
Prepare and maintain a variety of records and reports.
Operate a computer and assigned software.
Meet schedules and time lines.
Work independently with little direction.
Determine appropriate action within clearly defined guidelines.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.