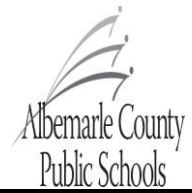




OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

Transportation Training Specialist

Transportation Department

Non-Exempt, Full-Time, 12-Months

Pay Grade 12

The **Transportation Training Specialist** performs difficult professional and administrative work as a training specialist for the department of transportation. Incumbent is assigned specific program or project responsibility. Work is performed under the direction of the Deputy Director. Essential functions include, and are not limited to the following:

- Researches and develops training from a variety of sources, interacts with vendors in processing appropriate training for transportation functional areas;
- Researches and evaluates existing and proposed administrative or operational policies, practices, and managerial strategies and recommends improvements to the Deputy Director;
- Conducts analyses to include statistical techniques;
- Researches and prepares monthly, annual, and special reports as required;
- Consults with officials of other divisions and departments to find best practice on matters of mutual interests;
- Coordinates projects with other departments and divisions;
- Represents the department as delegated on matters involving training and organizational development, including serving on the Safety Committee, Special Needs Committee, weekly staff meetings and monthly lead driver meetings;
- Assists with documentation and investigation of accidents/incidents for the Safety Committee. Coordinates re-training of current drivers with preventable accidents/incidents;
- Designs and develops computer-based applications and databases to track departmental information; some examples may include evaluating and measuring the effectiveness of training and development programs and utilization
- Trains bus and van drivers and special needs assistants in safety procedures related to the transportation of students with a strong emphasis on student management (Responsive School Bus approach);
- Uses technology skills to analyze and make recommendations to improve departmental/organizational functions;
- Composes high quality professional correspondence for all levels of organization and commentary for final signature by the Deputy Director;
- Supervises and facilitates training for (non-technical) staff to ensure efficient operational support;
- Conducts classroom training sessions for obtaining a DMV permit and for completing DOE new driver curriculum; Trains new bus drivers in Behind-the-Wheel techniques and pre-trip instruction;
- Acts as Contact Person and Responsible Party for DMV Third-Party Tester program;
- Maintains all training-related required DOE documentation, including evacuation drills, annual departmental trainings and new driver training records;
- Assures confidentiality of DMV and DOE files;
- Assists with the development of an education, training and development model and assesses the learning needs that link directly to County's core competencies, goals, objectives, and values. Creates, presents and schedules professional development opportunities for the department;
- Develops and leads needs-based team building opportunities and training for the department, including special needs training, nonviolent crisis intervention training, evaluation writing, and instruction in drug and alcohol testing procedures;
- Assists with the hiring process of bus drivers and assistants, including new hire paperwork, interviewing, and evaluation of training progress;
- Evaluates drivers and assistants during and after training. Completes all training documentation for new school bus drivers, van drivers and transportation assistants;
- Provides technical support to the department's staff, supervisors and driving force;
- Maintains Commercial Driver's License;
- Attends state level conferences to remain apprised of innovative training techniques within the industry;
- Drives as a home-to-school substitute school bus driver or ride as a bus assistant as needed.

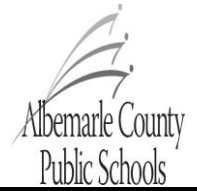
QUALIFICATIONS: Any combination of education and experience equivalent to a Bachelor's degree with major work in organizational development, data analysis, childhood development, communication, training, and Instructional Design experience. Three to five years of experience of a responsible nature in the area assigned, including some supervisory experience preferred. Considerable experience using personal computers is required.

EQUAL EMPLOYMENT OPPORTUNITY

Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.



OPPORTUNITIES IN ALBEMARLE COUNTY



NOTICE OF VACANCY

SPECIAL REQUIREMENTS: Satisfactory health condition as certified by competent medical authority. Must demonstrate the ability to successfully complete the Virginia Department of Education training curriculum for school bus drivers and obtain a Commercial Driver's License with appropriate endorsements within the probationary period. Complete State and County requirements of a minimum twenty-four hours of classroom and twenty-four hours of behind-the-wheel instruction. Must obtain certification by the Virginia Department of Education (VDOE) as a Certified School Bus Instructor and/or Driver Training Instructor. No reckless driving or driving under the influence convictions within five years and/or two moving violations within 12 months.

Thorough knowledge of effective adult education practices, principles of andragogy, and tools for measuring comprehension; ; thorough knowledge of department objectives, procedures, and organization; knowledge of state-of-the-art analysis procedures and techniques; knowledge of cost/benefit, forecasting and statistical techniques; ability to devise detailed procedures and methodology; ability to plan, organize, and direct the work of others; ability to communicate complex ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials, other employees, and the general public; knowledge of and ability to use personal computer applications to include spreadsheets, graphics, and word processing; ability to develop presentations, reports and analyze data.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS: Work is performed in an office setting with occasional extended periods of time at computer terminals, and may include time outside training bus drivers, teaching pre-trip, and evaluating road skills. Occasional visits to off-site school and county locations is required. Requires working hours beyond set hours and days. Frequent telephonic and personal contact with department heads, principals, internal and external organizations at county and state level, employees and the general public is required. Must be able to perform medium lifting of up to 50 pounds.

SALARY: Hiring Range: \$17.35 – \$20.82/ per hour based on education, experience, and internal equity.
Internal candidates will receive pay adjustments in accordance with County School Board Policy, GCBA-R.

DEADLINE FOR APPLICATIONS: Until Filled

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