



Position Announcement

Date:	November 23, 2020	Closing Date:	Open Until Filled
Position:	Associate Director of Transportation and Warehouse Operations	Minimum Salary:	FY21 Pay Plan
Location:	Transportation	Start Date:	January 2021

Primary Function:

Manages the operation of the School Division's transportation and warehouse operations, to ensure safe, reliable, and economical services for students, employees and schools as well as other YCSD departments. In addition, this position oversees the Print Shop, Book Depository (inventory), in-house mail service as well as acts as one of the YCSD liaisons to the York County Emergency Operations Center.

Minimum Qualifications:

- A bachelor's degree from an accredited four year college, with at least five years of supervisory or management experience in a maintenance, warehouse, transportation or general services environment; or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities. Previous experience as a school principal preferred.

Necessary and Special Qualifications:

- A valid Virginia CDL license with P, S and airbrake endorsement and/or 5 years of experience as a licensed Virginia school bus driver.

Knowledge, Skills and Abilities:

- Considerable knowledge of current personnel and management practices, as well as student transportation methods and safety requirements.
- Knowledgeable of the general operating principles of all school buses approved by the VA Department of Education; knowledge of commercial trucking, shipping/receiving procedures as well as the use of tow motors, and commercial trucks as they pertain to warehouse operations.
- Provides effective oral and written instructions and is computer literate.
- Demonstrates proficiency operating bus routing software.
- Communicates effectively with principals, directors, chief officers and the public; must possess sufficient strength, agility, and dexterity required to perform job responsibilities.

Performance Responsibilities:

- Develops and administers a coordinated transportation policy, in close concert with the County of York, and the State Board of Education, complying with all applicable policies and regulations.
- Manages assigned resources to conform to all Federal/Virginia laws and regulations regarding school transportation, vehicle maintenance, and property inventory procedures.
- Supervises the Manager of Vehicle Maintenance.
- Recruits, trains, and supervises all vehicle maintenance, transportation, and warehouse personnel, and makes recommendations to the Chief Human Resources Officer on their employment, transfer, promotion, and release; creates a working environment that will permit employees to willingly commit their talent and energy to the School Board.
- As provided in Superintendent Regulations, advises on road conditions during inclement weather as regards to decisions on closing schools.
- Develops and administers a transportation program to meet all the requirements of the daily instructional programs and extracurricular activities; maintains current bus routes for all public schools in the division; updates bus schedules for all public schools in the division as appropriate.
- Maintains coordinated inventory control program for all areas of school system.
- Cooperates with school principals and others responsible for planning special trips requiring School Division buses, drivers and motor pool vehicles.

- Attends appropriate committee and staff meetings.
- Completes and dispatches insurance reports related to transportation matters; submits all reports required by Department of Education authorities.
- Responds to parent complaints and special requests related to transportation.
- Prepares an annual operating budget based on:
 - Appropriate surveys of resident students, distances, and grade levels
 - Notice of Instruction Department program changes
 - Maintenance Department support vehicle requirements
 - School Division staff requirements for transportation support
 - Warehouse needs including print shop and text book depository
 - Local labor market conditions
- Coordinates procurement of vehicles, maintenance equipment, replacement parts and supplies needed to operate the division's fleet efficiently and economically; processes modifications to service agreements when requested by clients.
- Takes appropriate employee disciplinary action when required.
- Keeps current on Board of Education policies and regulations, keeping the Superintendent, principals, drivers and maintenance department informed of all new regulations.
- When requested, assists principals in loading, controlling conduct of buses, evacuation drills, and keeping them aware of any delay of their school buses.
- Coordinates school division/county emergency operations center response in the event of radiological; investigates all accidents involving School Board vehicles.
- Serves as a resource staff for school attendance zone revision committees, when convened by the Superintendent; maintains appropriate liaison with the York County administration planners to keep abreast of proposed residential and commercial developments that could affect school attendance zones and school bus routes.
- Directs the preparation of reports on the activities of the department; directs receiving, inventory, storage and disposal of tangible school board property.
- Oversees the print shop department to ensure that it operates with a high level of efficiency and economically; ensures that the internal mail delivery meets customer needs and expectations; plans and supervises the work of others; evaluates the performance of assigned personnel.
- Performs other duties as assigned.

How to Apply:

Interested candidates should complete an [online application](#) and then apply for this specific job via the ALL JOBS link in the application system. To be considered, your application needs to include official transcripts (or copies of official transcripts) and three references with one of the three being from a person who recently supervised your work. If a resume is included, the resume and application must contain the same information. **Current employees need only submit a letter of interest, current resume, and if applicable, a copy of professional license to Human Resources.**

The York County School Division does not discriminate on the basis of race (Title VI), color, religion, national origin, veteran status, sex, gender (Title IX), age or disability (Section 504), or any other protected class in its educational programs, activities or employment and provides equal access to the Boy Scouts and other designated youth groups.