

Job Announcement: Pupil Transportation Program Administrator

The Ohio Department of Education, Office of School Finance, is seeking a Pupil Transportation Program Administrator. This position is responsible for providing technical assistance to school districts in the area of Pupil Transportation including financial and compliance audits, consultation and onsite reviews and prepares and presents instructional materials. Serves as agency manager developing and implementing policies for pupil transportation.

Major Responsibilities & Duties:

Serves as agency manager for Traditional Schools by developing & implementing policies for pupil transportation program (e.g., operating procedures, payment practices, audit practices);

- Provides financial consulting & technical support to agencies providing pupil transportation;
- Serves as technical resource for school transporters (e.g., school districts, Developmental Disabilities boards, Head Start, community schools, nonpublic schools, & private vendors) in financial management of pupil transportation (e.g., fleet management, bus purchase, cost reporting & analysis, & budgeting);
- Coordinates district foundation payment programs for transportation funding (e.g., data collection design, data management practices, ensures spending decisions in compliance with Ohio Revised Code [i.e., ORC] & Ohio Administrative Code [i.e., OAC] including federal standards and requirements);
- Works with stakeholders (e.g., Ohio Department of Education [ODE] staff, school administrators & other governmental agencies) to manage the ODE funding program for pupil transportation;
- Generates data reports as related to pupil transportation as needed.

Provides technical assistance to school districts:

- Oversees & completes financial, management, compliance, & service audits of transportation operations under the jurisdiction of the agency (e.g., reviews financial documents & management, safety compliance, & effective transportation);
- Conducts on-site or desk reviews and performs audit fieldwork;
- Supports districts through consultation, leadership and on-site review with regard to best practices & procedures required to provide appropriate, compliant, & efficient pupil transportation;
- Prepares & presents instructional materials to groups & conferences (e.g., Ohio Association of School Business Officials, Ohio School Boards Association, Ohio Association for Pupil Transportation, treasurers, business managers, & public & community school administrators) to facilitate ability to prepare & submit transportation data reports, manage local transportation operations, & promote effective & efficient pupil transportation at local level.

Works with other staff (e.g., school finance area coordinators) with provision of general technical support & instruction in all aspects of pupil transportation (e.g., interprets rules & regulations [e.g., ORC, OAC, Federal Motor Carrier Safety Administration Rules, ODE fiscal reporting procedures]);

- Responds to inquiries from stakeholders (e.g., parents, legislators, school officials, other state employees, & industry organizations).

Minimum Qualifications:

- Completion of undergraduate core program in business administration, management science or public administration; 2 years training or 2 years experience in supervisory, administrative &/or managerial position.
- Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 2 years training or 2 years experience in supervisory, administrative &/or managerial position or staff position involving planning, research &/or policy/procedure development.
- Or 4 years training or 4 years experience in business administration management science or public administration.
- Or 1 year experience as Program Administrator 1 with the State of Ohio, Job Code 63122.

Preferred Qualifications:

- Proven experience in school transportation (e.g., routing, CDL rules, bus driving, state reporting procedures);
- Development of training tools and technical assistance related to student transportation;
- Excellent communication, interpersonal, and team-building skills;
- Strong problem-solving skills and ability to multi-task.

Additional Information:

- Requires travel throughout State of Ohio & may require overnight stay. (Must be willing & able to secure a valid driver's license OR supply your own transportation).
- Starting compensation for this position is \$25.50 hourly/\$53,040.00 annually with the opportunity to advance in pay after 6 months.

All qualified candidates should apply at www.careers.ohio.gov no later than **October 14, 2018**.

The Ohio Department of Education does not discriminate on the basis of race, color, religion, sex, national origin, disability (ADA), age or veteran status in employment, programs, or against individuals receiving services.