



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Office Manager Support Services  
(Transportation)**

FLSA Status: **Non-Exempt**

Job Family: **Administrative Support Services**

Pay Range: **SS43H**

Prepared/Revised Date: **June 26, 2025**

Job Code: **50601**

**SUMMARY:** Responsible for the efficient management of administrative duties for the Transportation Department. Provide budget planning information. Prepare, compile, and complete financial, human resources, and payroll related tasks. Maintain Director's calendar; initiate, compose and edit correspondence; respond to departmental inquiries. Assist Director with administrative matters, often handling sensitive and confidential information and/or material.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide administrative and clerical support to department director, managers, and staff. Maintain Director's calendar. Schedule appointments, meetings and meeting rooms. Make travel arrangements as necessary. Manage sensitive and confidential information. Coordinate and assist with interview and hiring process for transportation staff.
2. Provide budget planning information and assist in creating department budget. Prepare, reconcile and monitor department operating and capital budgets, grants, bonds and PSA accounts. Maintain financial reports and paperwork. Issue restricted checks through AP and maintain and reconcile petty case and purchasing card expenses. Process purchase orders and warehouse orders. Work with Finance department to execute agreements with vendors and track completion of open purchase orders.
3. Research, compile, organize and analyze complex data and prepare reports, articles, and presentations. Initiate, compose and edit correspondence, department publications, calendars, newsletters and memos. Take and transcribe meeting minutes.
4. Prepare, compile, and manage Human Resources and Payroll paperwork. Complete and process Employee Reports, leave time, and attendance. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring and training process and maintain a database of personnel data and files for more than 200 employees.
5. Serve as a central point of contact for department staff, district staff, and community members. Answer telephone, route calls, take messages, greet visitors, route, direct and provide information.
6. Maintain the "on-call" calendar for staff and leads. Serve as part of the "on-call" rotation.
7. Serve on and attend various employee teams and attend all departmental staff meetings.
8. Coordinate and prepare special projects/events.
9. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma, plus post-secondary courses in business administration, office management or equivalent to up to one year of college
- More than three years and up to and including five years of experience in clerical, secretarial or bookkeeping experience required; office management experience preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- CDL license required
- Notary Public preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, email, etc.
- Operating knowledge of district financial, human resources, purchasing and e-mail software, intranet and internet preferred at hire; required within 3 months after hire

### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Transportation Safety Manager	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			



<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	XX			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	



<b>VISION DEMANDS:</b>	<b>Required</b>
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	