



SCHOOL DISTRICT U-46  
JOB DESCRIPTION  
TRANSPORTATION DEPARTMENT  
BUSINESS CLERK/DISPATCHER

**JOB DESCRIPTION REVISION DATE:** 7/25/2011

**POSITION TITLE:** Business Clerk/Dispatcher

**DEPARTMENT:** Transportation

**REPORTS TO:** Operations Manager

**SUPERVISES:** Transportation Department operations regarding employee payroll processes, routing of buses, attendance records, and accounts payable/receivable. Assist with routing and dispatching.

**POSITION GOAL:**

Maintain good communication between staff members, schools, public, and vendors. Maintain accurate data files and prepare payroll on schedule.

**ESSENTIAL FUNCTIONS:**

1. Prepare and maintain records pertaining to payroll, sick days, personal days, and vacation time.
2. Assist in record keeping for field trips/athletic trips, including billing.
3. Heavy data input and retrieval in department's computer system.
4. At times, heavy dispatching and phone work.
5. Must be willing and able to work a flexible schedule, including weekends and various hours as necessary.
6. Process transportation related data and confirm route times.
7. Maintain transportation payroll records and process all calculations necessary to complete employee payroll within the stated times.
8. Assist with preparation and timing of routes.
9. Must maintain confidentiality.
10. Other duties as assigned.

**KNOWLEDGE AND CRITICAL SKILLS:**

1. Must be detail oriented. A motivated and focused team player that works well with minimal supervision.
2. Identify punch time related routing issues and work with office managers to resolve.
3. Computer skills a must. Must be proficient in Microsoft Word and Excel.
4. Must have pleasant phone/radio voice and ability to communicate effectively and professionally at all times.
5. Must be flexible and able to work various hours as required.
6. Knowledge of school bus safety and experience with State of Illinois mandated school bus driver safety training requirements.
7. Must have knowledge of routing mechanics and a feel for the "big picture," and experience with routing software (VersaTrans preferred).
8. Previous bookkeeping experience and/or educational background with an emphasis on finance, accounting, and/or management.



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9. Must display excellent problem solving and people skills.
10. Must be a "team player."

**EXPERIENCE:**

1. Must have a minimum of two (2) years experience in transportation or accounting/payroll.
2. Experience in maintaining attendance records for approximately 400 staff members.
3. Direct communication experience with employees regarding payroll preferred.
4. Experience in electronic record keeping, maintaining accurate files, and reconciliation of detailed records.
5. Must have experience working in a fast paced, stressful, and complex environment.
6. Experience in a school transportation environment preferred.
7. Experience working in a high profile position.
8. Must have experience in transportation related database input and retrieval.
9. Contribute to a positive work environment.

*Comments:* The knowledge, critical skills, and experience listed above are typical for this position; however, any equivalent combination of education, training, and/or experience, may be acceptable.

**ENVIRONMENTAL CONDITIONS:**

1. Indoors in a busy dispatch environment with exposure to constant noise and communication.
2. Frequently work at a fast pace with unscheduled interruptions.
3. May be required to leave main work site to attend meetings.
4. Potential exposure to exhaust fumes from diesel fuel and/or gasoline.

**PHYSICAL DEMANDS:**

1. Ability to work on a computer approximately 70% of the work day.
2. Ability to work in a very fast paced and stressful environment 100% of the work day.
3. Ability to effectively solve payroll problems by working with district and department staff in a pleasant and constructive manner.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**TERMS OF EMPLOYMENT:**

This is a 12-month position. Salary per DUTU and as approved by the Board of Education.



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**EVALUATION:**

If this position is filled from within the department, during the first 90 day "new position" probationary period, either the district or the employee in this position may determine that the employee return back to their former position. If the employee elects to exercise this option, a four (4) week notice of intent must be provided to the director of transportation. Performance of this position will be evaluated in accordance with the provisions of the Board's policy on evaluation of support service and the DUTU contract.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_