

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Transportation Trip Scheduler	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9441	<b>WORK YEAR:</b>	11 or 12

Prepare and distribute weekly and monthly dispatch reports. **E**

Accurate record-keeping techniques and filing systems.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Interpersonal skills using tact, patience, and courtesy.  
Report writing methods and techniques.  
Current office practices, procedures, and equipment.  
Oral and written communication skills.  
Operation of a computer, related software, and standard office equipment.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Analyze and comprehend transportation planning activities and requirements.  
Multi-task and deal with the constant flow of changes due to driver absenteeism, daily driver schedule changes, changes in the number of students to be transported, interruptions, changes involving the event/timeline, buses breaking down, etc.  
Provide meaningful analysis to improve the efficiency and performance of Transportation Services.  
Communicate effectively via telephone or two-way radio system.  
Complete work with many interruptions, and meet schedules and timelines.  
Demonstrate tact, diplomacy, and sensitivity to individual concerns.  
Respond to emergency situations exercising independent thinking and good judgment.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures related to assigned duties.  
Establish and maintain cooperative and effective working relationships with others.  
Read maps and give directions.  
Understand and follow oral and written directions.  
Prepare and maintain accurate and complete files, records, and reports.  
Lift light objects according to safety regulations.  
Operate a computer and related software to enter data, maintain records, and generate reports.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied individuals; tasks consistently deal with immediate response requirements and a stressful work environment.