SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

**TITLE:** Transportation Budget Supervisor

**REPORTS TO:** Director, Transportation and Distribution Services

**DEPARTMENT:** Pupil Transportation Department

**CLASSIFICATION:** Classified

**FLSA:** Exempt

**SALARY GRADE:** 046

**REVISED:** February 28, 2017

**SUPERVISORS’**

**BASIC FUNCTION:**
Under general direction, assist in the planning, development, preparation and monitoring of all transportation department budgets. Perform independent and responsible budget and administrative studies; prepare detailed income and expenditure projections and provide cost analyses. Supervise and evaluate the work of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

**E = Essential Functions**

Conduct major budget studies, make analyses, and report findings and recommendations; coordinate the preparation and assembly of budget materials; review and evaluate expenditures and analyze and project costs. **E**

Provide major assistance in the development of budgetary plans and programs for pupil transportation and fleet maintenance; prepare income and expenditure projections for pupil transportation, to include long-range analyses of bus replacement requirements. **E**

Determine evaluative criteria and apply such criteria to operating programs to determine cost and staffing requirements; analyze costs and distributes overhead and direct labor costs to operating programs. **E**

Review and analyze state legislation and regulations to determine program implications for transportation services. **E**

Attend meetings and confer with district staff at all levels concerning budgetary plans, programs, and administrative problems relating to transportation services. **E**

Make recommendations for budget modifications; prepare complex fiscal, statistical, and government reports as required. **E**

Represent the Transportation Services Director at meetings as assigned; make budget presentations as required. **E**

Verify the accuracy of invoice charges for contract services and resolve discrepancies; assess liquidated damages to carriers for violations. **E**
Prepare contracts for interagency/district bus agreements and prepare billings for services provided to other agencies.  

Oversee the Transportation Services Department payroll preparation and the maintenance of auditable fiscal records; coordinate documentation of all budget items; assist auditors in the performance of department audits.  

Develop, recommend, and implement cost accounting work procedures for the department; coordinate purchases of supplies and services.  

Review and approve payments for fueling services and lease/purchase payments for capital items.  

Maintain a computerized inventory system for vehicles; review bus trip system data to determine appropriate charges and program cost distribution.  

Maintain liaison among divisions, departments, and the central budget staff; coordinate budget and assigned administrative activities with other sections and interdepartmental units.  

Supervise and evaluate the work of assigned staff.  

Perform related duties as assigned.  

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in accounting, finance, business administration, or other directly related field and four years of recent, increasingly responsible budgetary and administrative analyses experience.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Application of advanced budgetary principals, systems, and procedures.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation, and vocabulary.  
Reading and writing English communication skills.

ABILITY TO:
Operate standard office equipment including microcomputers and related software applications.  
Communicate effectively orally and in writing.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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