



Job Title: Director of Transportation

Department: Transportation Office

Reports to: Chief Operations Officer

Compensation: BG-11

Number of Days: 12 Months

Overtime Status: Exempt

Date Job Revised: March 6, 2014

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Plans, directs, and controls vehicle scheduling, allocation, dispatching, licensing, and communication functions to effect economical utilization of vehicle facilities by performing the assigned duties personally or through subordinate supervisors.

Minimum Qualifications:

Education:

- Bachelors' Degree

Experience:

- 10 years' experience

Other:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of citizens or employees

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops policies, programs, and procedures for efficient operation of transportation system and terminal operations
- Sets schedules and routes and assigns drivers and vehicles
- Submits recommendations for development of and compliance with transportation policies, procedures, and programs
- Conducts continuous analyses of vehicle and driver assignments and analyzes scheduling for possible consolidation, reviews and revises driver schedules to increase efficiency and to lower costs
- Directs compilation and issuance of timetables
- Conducts field surveys to evaluate operations and recommends changes
- Directs compilation and preparation of statistical surveys to determine traffic trends
- Reviews and analyzes reports such as performance records and seat occupancy patterns to secure information for recommended changes
- Analyzes proposed schedules, initiates preparation and distribution of proposed trip schedule changes, and submits analyses of data and rescheduling recommendations to administration
- Directs operation and maintenance of communication systems; reviews procedures; provides guidance to resolve technical problems; analyzes costs and recommends cost control measures; and develops plans, policies, and budgets
- Display ability to work collaboratively with others on a team

Project Management:

- Develops project plans
- Coordinates projects
- Communicates changes and progress
- Completes projects on time and budget
- Manages project team activities

Teamwork:

- Balances team and individual responsibilities
- Exhibits objectivity and openness to others' views
- Contributes to building a positive team spirit
- Builds morale and group commitments to goals and objectives
- Supports everyone's efforts to succeed

Change Management:

- Develops workable implementation plans
- Communicates changes effectively

- Builds commitment and overcomes resistance
- Prepares and supports those affected by change
- Monitors transition and evaluates results

Leadership:

- Exhibits confidence in self and others
- Inspires and motivates others to perform well
- Effectively influences actions and opinions of others
- Accepts feedback from others
- Gives appropriate recognition to others

Diversity:

- Demonstrates knowledge of EEO policy
- Promotes a harassment-free environment
- Builds a diverse workforce

Safety and Security:

- Observes safety and security procedures
- Determines appropriate action beyond guidelines
- Reports potentially unsafe conditions
- Uses equipment and materials properly

Customer Contacts:

- *Internal:*
 - Transportation department employees
 - TPS department managers
- *External:*
 - Print, television and radio media
 - Citizen groups

Supervisory Responsibilities:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Regular office environment, including frequent use of electronic email, being able to sit for long periods of time without a break, etc.
- Normal effort of occasional periods of moderate physical activity

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.