



EQUITY CHARACTER EXCELLENCE TEAM JOY

**Job Title: Shipping and Receiving Specialist- Transportation**

**Department:** Transportation  
**Reports To:** Fleet Operations Manager  
**Grade:** MT-12  
**Number of Days:** 12 Months  
**Security Access:**  
**Current Date:** July 3, 2018  
**Overtime Status:** Non-Exempt

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**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:** Receive parts from vendor correctly enter data into Fleet Management software, and Financial Management software. Perform accounting and budgeting functions as assigned. Drive school bus as assigned

**Minimum Qualifications:**

- DOT physical, State of Oklahoma School Bus Driving Certificate.
- Advance knowledge in diverse fleet maintenance, and repair.

- Must be willing to acquire a class “B” CDL with Passenger, Air brake, and School bus endorsements.

**Responsibilities and Essential Functions:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Enter purchase orders on Financial Management program
- Enter invoices into access, check and balance against Financial program
- Generate weekly reports of total encumbered funds for each vendor
- Enter AOR.
- Other Duties: Establish a rapport with new and established vendors, Back up Parts Department, Receive parts, Work with district purchasing department , attend computer and garage related classes, Maintain Outlook Tasks and Phone messages related to primary duties

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Verification of encumbered money , payment of order’s opening and closing, keeping a running ledger, making copies, inventory of parts and documents
- Positive attitude, strong self-initiative, and a desire for continuous self-improvement.
- Must be willing to work varied shifts.

**Supervisory Responsibility:**

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

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district’s mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.