

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**JOB DESCRIPTION**

**Job Title:** Administrative Assistant IV-  
Vehicle Maintenance

**Department:** Operations Vehicle Maintenance

**Grade H**  
**H.P.D. 8**  
**D.P.Y. 260**

**Job Description**

**Date Reviewed:** July 2023

**Reports To:** Vehicle Maintenance Manager

**Purpose**

The purpose of this job is performing a wide range of complex and confidential administrative and clerical duties to provide general support to the Vehicle Maintenance Department. This position is responsible for assisting and managing the daily computerized data of CMCSS bus complexes that service 600 plus vehicles from the EMA, EMS, Bus Fleet and White Fleet while coordinating deliveries, processing invoices and financial documentation such as petty cash, receipts, invoices, computer data entry, overseeing paperless work order system and ordering supplies. This position requires bookkeeping that includes, but is not limited to, extensive and adequate filing, being efficient in Munis Accounting Program, School Dude, Assets Essentials and Fuel Master Program.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Provides administrative and clerical support such as preparing correspondence for the Vehicle Maintenance and Transportation Department, preparing check requests for products or services needed, preparing requisitions, monitoring requisition and purchase order process and status. Verifying receipt of products or services and submitting receiver reports into accounting system software.

Maintains all information for Fuel Master to include daily, weekly and monthly reports, invoices, adding new employees, deleting employees that have resigned or retired. Updating fuel prices, issue new fuel keys and running mileage reports for CMCSS, Emergency Management Services, and Head Start employee and vehicles. Monitors propane use for school buses.

Enters and maintains work orders and inventories in the appropriate software program on a daily basis.

Maintains monthly bus mileage, and break downs and reports accident reports. Prepares reports, charts, and spreadsheets as needed.

Inspect, correct, review and file Daily Bus Inspection Sheets

Maintains invoices and certified vendor lists and sends copy to the Business Department at the end of each month. Maintains petty cash, receipts, and petty cash vouchers and balances money to receipts. Sends petty cash receipts and vouchers with check request to the Finance Department for petty cash reimbursement File copies of receipts, vouchers with check requests.

Orders supplies, parts, & equipment, enter purchase requisitions in computer for a purchase order.

Utilizes Munis Accounting Software to enter purchase requisitions into computer to generate purchase orders and to receive purchase order items into computer and sends invoice to the Accounting Department for payment for vehicle maintenance department and transportation department.

Assists with timesheets and issuing of pay checks.

Maintains list of all vehicles with information to include vehicle number, make, model, department, year, price, VIN number, and license number. Assigns district van assignments.

Checks and submits completed Vehicle Maintenance timesheets with leave forms to the Payroll Department.

Enters bus mileage for each bus in the computer for the Bus Mileage report. Send annual mileage report to the state.

Prepares and maintains information on VW Grant / Clean Cities Grant buses annually.

Maintains accurate mileage and fuel reports for VW Grant / Clean Cities Grant buses and sends the reports to the state

Maintains receipt of monies received for bus damage and forwards to the Accounting Department.

Reconcile credit card statements for the Vehicle Maintenance Department and Transportation

Department. File invoices. Send statements with copies to invoices to Accounting Department.

Provides shuttle services for CMCSS employees and must be able to safely drive a variety of CMCSS passenger vehicles and buses.

Knowledge and implementation of Montgomery County's Retention and Disposal policy to ensure compliance.

Creates and delivers informational presentations to transportation groups and provides one-to-one training for new and existing employees for electronic devices and the paperless work order system.

Answers telephone utilizing accepted format; provides information, advice and guidance; takes and relays messages and/or directs calls to appropriate personnel. Responds to questions, complaints and requests for information by telephone, in person or by mail from citizens, employees, department heads, etc.

Performs general administrative/office functions, as needed, including, but not limited to: taking and distributing messages, stamping, sorting and distributing mail, preparing and sending faxes. Ensures all worker injury reports are completed and forwarded properly.

Inventories and orders supplies for multiple offices. Processes, sorts and distributes supply orders. Receives and verifies orders from outside vendors. Delivers or arranges delivery of merchandise to requestors.

Uses knowledge of various software programs to operate a computer in a highly effective and efficient manner. This includes Asset Essentials, Microsoft Excel, Microsoft Word, Microsoft Power Point, Munis and other software programs.

Notifies vendors of new purchase order numbers throughout the year for the school year.

Identify invoice or billing errors from vendors. Contact vendors to dispute incorrect invoices, ensures billing errors are corrected and new documentation is issued reflecting the corrected errors. Notifies vendors of discrepancies between invoiced price and bid price.

Coordinate and assist in multiple department planning and preparing for meetings and special events, to include designing special event flyers, receiving responses, planning menus, preparing agendas, making travel arrangements, facilitating meeting setup, etc.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent) required, with three to five years general office experience. Knowledge of accounts payable process. Extensive PC-driven inventory experience. Experience and knowledge of the operations of a Vehicle Maintenance and Transportation Department experience preferred. Must possess a Commercial Driver's License (CDL) with a passenger and Student endorsement.

### **KNOWLEDGE OF JOB**

Has working knowledge of the policies, procedures, and activities of the School System and vehicle maintenance practices as they pertain to the performance of duties relating to the job of Administrative Assistant IV-Vehicle Maintenance. Has general knowledge of Transportation Department and vehicle maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved I the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Must be computer literate, familiar with data entry and possess adequate typing skills.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee’s Signature**

\_\_\_\_\_  
**Supervisor’s Signature**

\_\_\_\_\_  
**Employee’s Munis Number**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

