Position Title: Purchasing and Transportation Routing Specialist
Reports To: Director of Transportation and Director of Business Administrative Services
Supervises: None
Terms of Employment: STESPA CBA, Non-Exempt, 260 Days

Job Summary:

The Purchasing and Transportation Routing Specialist provides clerical, technical, and administrative support to the Business Office and Transportation Department. The position is responsible for assisting with purchasing and procurement activities, including the review and processing of requisitions and purchase orders, vendor communication, and compliance with District purchasing procedures. The position also administers transportation routing and student transportation data; assists with the development, maintenance, and auditing of bus routes; and supports safe, efficient transportation services for District students. The Specialist works collaboratively with District staff, transportation providers, schools, families, and vendors to ensure accurate records, responsive service, compliance with applicable laws and District procedures, and effective day-to-day operations.

Qualifications:

- High school diploma or equivalent required.
- Associate's degree in business, or related field preferred.
- Minimum of two (2) years of experience in school district experience.

Essential Duties and Responsibilities:

Purchasing

- Review requisitions for accuracy, completeness, and compliance with district purchasing policies, bid requirements, and state procurement laws (PA Public School Code and PDE guidelines).
- Review account codes to ensure accounts have sufficient funds.
- Process purchase requisitions and convert them into purchase orders in the financial system.
- Ensure full compliance with local, state, and federal procurement guideline.
- Communicate with vendors, administrators, and staff to obtain quotes, clarify specifications, and resolve discrepancies.
- Maintain vendor database and ensure current W-9 and contact information are on file.
- Monitor open purchase orders and follow up with vendors and departments on delivery status, pricing, and changes.
- Assist with the preparation and coordination of bid documents and request for proposals (RFPs) as assigned.

Transportation Routing

- Assists transportation director with review and assignments of routes at beginning of year and with route changes during year (e.g. physically measuring route distances, evaluating and designating bus stops, etc.) for the purpose of ensuring that routes meet state guidelines and requirements.
- Plan, prepare, and implement bus routes, runs, stops, starting times, load rosters into the system, maps, etc.
- Research school attendance zones and perform site visits to all areas that require bus routes.
- Assists in coordinating regular education and special education bus routing (e.g. bus routes between home and school, etc.) for the purpose of adjusting routes and schedules, creating routing solutions for safe and efficient transport of students.
- Operates as a liaison between parents, students, drivers, school administrators, and the public to resolve complaints by interpreting, analyzing, and anticipating the caller's situation to resolve problems, provide information and/or refer to the appropriate department.
- Assist Director of Transportation in the planning, evaluating, and implementing improvements and changes for effective and efficient routing of school buses.
- Manage all correspondences to parents and schools when changes occur with bus stops, route times or adding or deleting a stop.
- Answers high volume of telephone and return calls in timely and professional manner. Provide information and/or direct calls as needed.
- Provide communication, information and problem-solving for parents, school and central administration as required.
- Utilize the Routing Software to maintain effective and efficient routing systems.
- Create files to provide instruction and information such as correspondences, memos, etc.
- Maintain a positive and respectful work environment to be able to collaborate with co-workers.
- Provide courteous, respectful and professionalism in all interactions with others.
- Performs other job duties as assigned.

General Business Office and Transportation Support

- Support the Director of Transportation as needed
- Perform other duties as assigned by the CFOO, Director of Business Administrative Services, Director of Transportation, or designee.

Physical/Mental/Environmental Demands:

Knowledge, Skills, and Abilities

- Proficiency in Microsoft Office (Excel, Word, Outlook) and financial management software.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities under deadlines.
- Ability to communicate effectively, both verbally and in writing, with staff, vendors, and administrators.

- Ability to interpret and apply district policies, state procurement laws, and audit requirements.
- Demonstrated ability to work collaboratively and maintain positive relationships within a team environment.

Physical Demands:

- Sitting at a desk for extended periods.
- Standing for limited periods of time.
- Occasional bending, stooping.
- Light lifting - up to 15 lbs. Occasional need to lift up to 25 lbs.
- Manual dexterity to prepare mailings and use office equipment.
- Repetitive movement of fingers and hands for keyboarding.

Sensory Abilities:

- Visual acuity to read correspondence and computer screen.
- Auditory acuity to be able to use telephone and greet visitors.
- Ability to speak clearly and distinctly.

Temperament:

- Ability to work as a member of a team.
- Must be courteous and able to deal effectively with people.
- Must be cooperative, congenial and service-oriented.
- Ability to work in an environment with frequent interruptions.
- Ability to work with little supervision.

Mental Demands:

- High degrees of patience and tolerance.
- Ability to interpret detailed written and verbal communications.
- Ability to perform basic math skills.

Environment:

- Normal office environment.

Equal Employment Opportunity (EEO) Statement:

The Susquehanna Township School District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or any other characteristic protected by law.