

<b>PLEASE POST</b>
<b>POSTING DATE</b> August 28, 2018
<b>APPLICATION DEADLINE</b> September 3, 2018



**2018-2019  
VACANCY ANNOUNCEMENT**

**Position Title:** Coordinator of Transportation

**Salary/Pay Scale/Days/Hours:** Administrative Pay Scale, Grade 34, 240 Days, 8 Hours

**Requirements:**

Requires a Bachelor's degree in business administration or related field supplemented by three to six years of related administrative experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state CDL driver's license.

**Description:**

Under general supervision assists the Director of Transportation with maintaining a safe, smooth and efficient operation of the school bus transportation system by overseeing transportation staffing, scheduling, services and fleet management; supervises and evaluates the work of subordinate supervisory, technical and support staff, and performs related work as required. Reports to the Director of Transportation.

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**Application Procedures:**

**Internal Applicants:** Submit letter of interest and current resume to [adminpositions@lexrich5.org](mailto:adminpositions@lexrich5.org).

**External Applicants:** Visit the District 5 application site at: <https://www.applitrack.com/lex5/onlineapp/default.aspx>, complete an External Application and indicate the vacancy for which you are applying. If you have previously submitted an application, log on to your existing application and select the current vacancy of interest.

All applicants must submit a letter of interest and current resume. Please submit requested information via email to [adminpositions@lexrich5.org](mailto:adminpositions@lexrich5.org) once application procedures are completed. Please list your name and the position you are seeking in the subject line.

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\*\*This deadline is for the convenience of the District. The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. School District Five of Lexington and Richland Counties does not discriminate on the basis of age, race, sex, color, handicap, religion or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

AN EQUAL OPPORTUNITY EMPLOYER

A handwritten signature in cursive script that reads "Allison Jacques, Ph.D.".

Dr. Allison Jacques, Chief Human Resources Officer