THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE70110061**	DATE POSTED:	**05/04/15**
POSITION NO:	**949399**	CLOSING DATE:	**05/15/15**
POSITION TITLE:	**Head Start Student Transportation Supervisor**		
DEPARTMENT NAME / WORKSITE:	**Navajo Head Start - Window Rock, AZ**		

WORK DAYS:	**Monday - Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AD64A**
WORK HOURS:	**40 hrs/Week**	PART TIME:	☐	NO. OF HRS./WK.:	$ **42,390.40**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **20.38**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Plans, organizes and supervises the transportation services for Head Start and Early Head Start including fleet services and operations; ensures safe and efficient student transportation services; monitors fleet and bus service maintenance and inspections; develops, maintains and interprets policies and procedures in accordance with federal and state regulations, agency directives and guidelines; establishes goals, objectives and priorities for transportation and fleet services ; develops and implements internal control mechanisms to maintain program accountability and transparency; assist in the development of corrective action plans to address non-compliance, violations and deficiencies in regards to fleet services. Meets with management team and provides technical assistance and support to ensure program effectiveness; develops and manages budgets, contacts, special projects and proposals. Arranges for repairs, maintenance and annual inspections of all school buses and program vehicles; performs ongoing monitoring of federal and state transportation regulations including evacuation drills, ride-along, pre- and post trip inspections, maintains and monitors records to assigned buses, fuel expenses and routine maintenance and costs, driver training and current driver status, safety equipment. Arranges functional bus routes and ensures bus loading zones are safe for children; ensures all safety equipment is in the vehicles at all times. Trains, supervises and evaluates the performance of bus drivers and assigned staff; assigns and reviews work of staff, conducts performance appraisals; takes appropriate action when necessary; ensures driver's license (CDL), NN Vehicle Operator's Permits annual certifications; maintains accurate records/documentation of bus driver training, licensing, testing, physical examinations, driving record, etc.; monitors fire and bus evacuation drills and ensures that drills are conducted; responsible for documenting program services and activities for maintaining safety precautions of transportation and fleet services; may act as substitute bus driver or provide transportation for field trips as needed; attends meetings, trainings, and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A High School Diploma or GED and four (4) years of administrative experience in student transportation of fleet management which includes two (2) years directing, planning and operations activities.

Preferred Qualifications:

- An Associate's Degree in Business, Automotive Technology or related field
- Five (5) years of senior level fleet maintenance and repair experience
- Proficient in Microsoft Office Software or other computer applications

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of: Head Start Performance Standards, Navajo Nation, federal, state and local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; State and local regulations governing the transportation of children to and school; Budget and reporting systems, program analysis and perform measures quality improvement processes, protocols, changes and updates to vehicle maintenance and repair. Skills in developmenting and executing documents and reports, goals and objectives and program performance measures; making decisions and problem solving in many areas including supervisory issues; managing staff and complex internal relationships, provide advice and direction to subordinates.

Incumbent must abide by program standards of conduct.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.