



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Director, Student Transportation & Fleet Services
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Executive Director, Student Transportation & Fleet Services
CONTRACT YEAR: Twelve Months

POSITION GOAL: The Director, Student Transportation & Fleet Services is responsible for assisting the Executive Director with planning, organizing and directing the operational functions of the Student Transportation & Fleet Services Department.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Director, Student Transportation & Fleet Services shall carry out the performance responsibilities listed below:

- Supervise staff as assigned in the performance job duties.
- Assist the Executive Director, Student Transportation & Fleet Services (STFS) with planning, organizing, and administering the operational functions of the Student Transportation & Fleet Services Department to provide an efficient and dependable system of school transportation.
- Assist the Executive Director, STFS with developing, implementing and maintaining strategic, fiscal and capital improvement plans to ensure proper operational functioning of the department.
- Ensure the safety of students through the management and adherence to safety measures. Ensure compliance with all Federal, State and Board of Education regulations, including the National Highway Traffic Safety Administration (NHTSA), Occupational Safety and Health Administration (OSHA), and Omnibus Transportation Employee Testing Act (OTETA).
- Ensure adequate staffing levels and assignments of the bus drivers and support personnel.
- Prepare and maintain accurate detailed records related to vehicles and drivers; ensure proper licenses and accurate records of expiration dates are maintained for bus operators, bus attendants and activity bus drivers.
- Manage and evaluate training programs to ensure compliance with federal, state, local laws and policies.
- Assist with the annual employee performance evaluation process.
- Collaborate with internal and external stakeholders, including parents, the community, transportation regulation agencies and authorities, and vendors, to ensure the effective delivery of transportation services and programs.
- Review, evaluate, resolve or recommend resolutions to incidents and complaints related to safety, transportation routes, regulatory compliance, department staffing and other related issues.
- Assist the Executive Director, STFS with managing and directing departmental staff.
- Assist the Executive Director, STFS with providing oversight for marketing and outreach programs. Promote relevant programs and concepts related to safety initiatives, back-to-school awareness, and other transportation initiatives.
- Represent the department to the community, providing follow-up and updates to high level and/or critical transportation issues.
- Assist the Executive Director, STFS with developing and maintaining the operating budget for the Transportation Department, including monitoring budget allocations, expenditures, fund balances, and all other related activities required to ensure that budget and allocations are accurate, and revenues/expenses are reflected.
- Serve as the management representative for Transportation Department on Labor Relations matters.
- Develop and foster effective collaboration between the Transportation Department and the District office to ensure an integrated approach is used to provide services while reducing costs.
- Assist the Executive Director, STFS with administering payroll.
- Participate in events and conferences at the request of the School Principal or other Administrators. Meet with School Principals, the general public, parents and other administrators, as required, to address and resolve operational issues. Maintain an effective public relations.
- Meet periodically with Broward County Transit to collaborate on the improvement of District transportation efficiencies.

- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution in business or public administration, engineering, transportation management or related field.
- A minimum of five (5) years, within the last ten (10) years of management experience in public school transportation.
- Knowledge of all Federal, State and Board of Education regulations, including the National Highway Traffic Safety Administration (NHTSA), Occupational Safety and Health Administration (OSHA), and Omnibus Transportation Employee Testing Act (OTETA).
- Demonstrated proficiency in developing creative services, cost-effective solutions, and a culture of responsive and responsible work teams.
- Excellent verbal and written communication skills.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in business or public administration, engineering, transportation management or degree in a related field.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Meets with principals, the general public, parents and other administrators as required to resolve and improve operational management of the Student Transportation and Fleet Services Department of the School District.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved:

Board Adopted:



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Officer, Economic Development & Diversity Compliance
JOB CODE: NEW
CLASSIFICATION: Exempt
SALARY BAND: D
BARGAINING UNIT: ESMAB
REPORTS TO: Chief Strategy & Operations Officer
CONTRACT YEAR: Twelve Months

POSITION GOAL: To lead and oversee economic inclusion activities for small and disadvantaged business enterprises by working with District departments, general counsel, business partners and other stakeholders in designing strategies and targeted solutions that expand opportunities and improve outcomes for underutilized vendors. Provide timely and compliant initiatives that meets both District and vendor needs in a cost-effective manner.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Officer, Economic Development & Diversity Compliance shall carry out the performance responsibilities listed below:

- Direct staff as assigned in the performance of job duties.
- Responsible for the strategic, budget, administrative and organization planning activities of the department, as well as preparing the Annual Report for the Supplier Diversity and Outreach Program (SDOP).
- Develop overall department strategies by incorporating industry best practices and utilizing performance metrics. Implement a comprehensive SDOP Plan and proactively recruit and assist vendor business opportunities across various commodities.
- Work with District leadership, community partners and/or stakeholders to remove obstacles and challenges that impede the effectiveness of policy implementation.
- Resolve contract compliance issues, complaints and grievances utilizing sanctions and penalties as presented in policy. Work closely with general counsel when addressing contract compliance and vendor certification disputes.
- Conduct data analysis and provide reports that assess the impact of remedies used to address disparity.
- Lead the coordination and diversity of economic development opportunities for small, minority and women-owned business enterprises (S/M/WBE).
- Develop, direct and administer all policy & procedures, systems, and programs of the SDOP.
- Recommend and develop policy provisions to improve vendor outreach, advocacy and compliance functions.
- Monitor legally defensible remedies that maximize opportunities for S/M/WBE to participate in the award of contracts.
- Direct all phases of planning, organizing, and implementing improvements for S/M/WBE program.
- Institute data governance by validating the sources and/or systems for data relative to percentages and dollars allocated to S/M/WBE across all commodities. Establish, monitor, and document goals and accomplishments of the SDOP.
- Create, present and communicate reports that address minority business inclusion efforts to local businesses, organizations and agencies interested in the progress of the program.
- Prepare and assist in the presentation of School Board Agenda Items related to pre-qualification and activities.
- Network through seminars, trade fairs, conferences, minority/women organizations and community functions to extend outreach to minority businesses.
- Maintain official records and documents, and ensure compliance with state and federal laws pertaining to minority and small business utilization.
- Act as liaison between small businesses and prime contractors participating in matchmaking outreach events.
- Prepare clear and concise reports, correspondence and other written materials.
- Train and develop staff by providing coaching and mentoring.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to enhance the individual skills and proficiency related to the job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree in business administration/management, procurement or related field from an accredited institution.
- A minimum of seven (7) years, within the last ten (10) years, of progressive experience in the field related to the title of the position.
- Experience as a business leader or director in a large complex organization with experience interacting with the senior leadership team and/or Board of Directors.
- Demonstrated knowledge of strategy development methods, software implementation/integration and/or quantitative analysis.
- Effective verbal and written communication skills.
- Certified Professional in Supplier Diversity (CPSD) program, or attained within eighteen (18) months of employment.
- Strong interpersonal skills and ability to build strong business partnerships.
- Strong, creative problem-solving skills. Experience dealing with complex challenges.
- Ability to navigate politically sensitive situations achieving win-win outcomes.
- Computer skills as required for the position, including proficiency in utilizing Microsoft Office products.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree in business administration/management, economics, finance, or related field.
- Combination of relevant experience and knowledge related to both procurement practices and local, state and federal small and disadvantage business enterprise programs.
- Bilingual skills.
- Knowledge of process improvement methodologies such as Six Sigma.
- Demonstrated knowledge of program/project management.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently works with District departments, general counsel, business partners and other stakeholders in raising awareness, providing strategies and creating opportunities for minority and small businesses.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.