



## Los Angeles Unified School District - Job Opportunity

**Job Posting Title** Director of Transportation (Business Administrative)

**Reference code** JP16-366-XA2

**Minimum Salary** \$ 150,998.00 Annual

**Maximum Salary** \$ 184,718.00 Annual

**Application Open Date** 04/18/2017

**Information about LAUSD** Please note the new salary range for this recruitment listed above.

The Los Angeles Unified School District (LAUSD), the nation's second largest school district, is seeking an individual with an exceptional professional background to lead the Transportation Division.

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

**Department or School Site**

The Transportation Division provides home to school/school to school busing services every school day. In addition, the Division provides other types of bus trips each year, such as class field trips, academic shuttles, parent buses, late activity buses, and athletic team buses. Transportation Division buses drive over 20.5 million miles annually in support of District programs. Additionally, the Division operates the largest alternative fuel school bus fleet in the nation: 600 CNG, 100 ultra low emission, and 141 propane buses.

LAUSD provides transportation to approximately 40,000 students

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through various programs such as Magnet, capacity adjustment, Special Education, and more. To provide this service, the Division runs more than 1800 daily bus routes through District and contracted yellow bus services and approximately 700 routes during the summer.

In addition to core services, Transportation Division provides approximately 41,000 supplemental trips for program and athletic support. Including school buses, Transportation also manages 3,500 of the Districts operational and administrative vehicles at five major garages.

As the leader of the Transportation Division for LAUSD, you will be heading one of the largest public transit authorities in the State of California. The new director will be responsible for all facets of yellow bus and "white fleet" transportation services including, financial, organizational, operational, technology and customer service. The Transportation Division is made up of highly qualified and highly dedicated transportation experts and drivers.

The new Transportation Director will join a team of executives within the Office of Educational Services at LAUSD to plan, direct and coordinate the activities of the Transportation Services Division through managers and staff. Administrative direction is received from the Chief Executive Officer, Educational Services.

#### The Ideal Candidate

The ideal candidate has five (5) plus years of executive experience in school transportation services serving a ridership of 30,000 or more. The ideal candidate is most likely to possess a degree in business management from a recognized university, with background experience in transportation.

He/she will have:

A deep understanding of how the transportation services industry works, and tracks the economic, political, legislative, social and competitive forces and trends that affect the industry;

Experience developing, managing and evaluating staff to insure the highest level of professional integrity in the delivery of all Transportation Division services;

Knowledge and stays current on the relevant laws, regulations, and contracts that pertain to the job;

Excellent planning, analytical and problem-solving skills to develop and implement a strategic plan and accompanying action plans and to evaluate and monitor programs and operations;

Demonstrated record of sound financial management, professional and personal accountability and data-driven decision-making;

Experience in improving the efficiency and effectiveness of operations through the application of innovative technology;

Experience in collaborative labor/management relations; understanding of collective bargaining law and labor agreements;

Experience working and maintaining positive, effective communication, the public, colleagues and parents, within an urban setting with diverse economic, multi-cultural and multi-lingual constituencies;

Professional resiliency and the ability to maintain their composure and professionalism and thrive in a “high-demand” complex work environment. And the ability to maintain focus and relationships within a complex and high volume work environment which often experiences unexpected shifts in priorities;

Outstanding interpersonal and communication skills are vital for this position to reach out, listen and build confidence, trust and consensus in the Division, as well as, between and among internal and external groups associated with the Transportation Division and other District units.

#### Major Duties and Responsibilities

- Ensures that services, equipment, vehicles, facilities, and procedures, including personnel management policies and procedures, conform to applicable regulations and District policies;
- Plans, organizes, directs, and coordinates the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles;
- Formulates and implements changes in rules, regulations, policies and procedures affecting the Transportation Services Division;
- Establishes, manages, monitors, and administers external contracts for facilities, materials and student transportation services, including forecasting the need for contracted services, procurement planning,

contract development, quality assurance, performance monitoring, and management of the services;

- Manages or assists in managing Division communications activities relative to staff, other organizations, the media, and the public;
- Establishes and maintains effective and collaborative labor and management relationship and represents the Division in labor negotiations;
- Establishes and promotes the use of technology in routing, maintenance, and management of the Division;
- Directs, reviews, and participates in studies to analyze and evaluate needs and services; amount and type of equipment, supplies and human resources; feasibility and cost effectiveness; and other aspects of management;
- Prepares and presents reports to committees of the Board of Education;
- Maintains District's "white fleet" replacement plan, assists departments in their capital planning for such vehicles; and sets replacement standards and specifications to meet District needs.

## **Benefits**

Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS). Vacation: 24 days each year. Paid Holidays: 12 days.

## **Minimum Requirements**

Education: Graduation from a recognized college or university with a bachelor's degree\*, preferably in business or public administration, transportation management, logistics or a related field.

Experience: Five (5) years of combined management experience in bus and truck transportation services having at least 100 routes daily, of which three (3) of those years must be in bus transportation services OR five (5) years of management experience in bus transportation services, in a school district having at least 100 routes daily OR a public or private organization having at least 100 routes daily, including experience managing at least one (1) of the following functions: planning, routing and operation, and maintenance.

Special: A valid California Driver License and use of an automobile.

\*Candidates who have completed college or university course work at an

institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a "Detailed" evaluation report. Note: To verify the education requirement an original diploma or official transcript, if applicable, must be presented at the time of the interview.

## **Employment Selection Process**

If you believe that you have what it takes to be successful and thrive in this position; have extensive professional experience overseeing a bus and truck operation of this scope and size, and are an organizationally astute and diplomatic leader, we would like to learn more about you.

Note: Your application materials, including the cover letter, are VERY important components in our application process as it will become part of the next step in our selection process. Please ensure that you clearly describe your experience, education, and training, especially that which most closely relates to this position.

For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <http://www.lausdjobs.org> .

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

## **Application Process**

**DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?**

Please visit [www.lausdjobs.org](http://www.lausdjobs.org) and click on "help desk service request form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: <http://www.lausdjobs.org> .

The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

This is a Senior Management recruitment; successful candidates will be added to an existing hiring (Eligibility) List for the Director of Transportation, in alphabetic name order. Hiring departments may make a job offers to anyone on the Eligibility List. Eligibility Lists are active for 12 months.

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## Additional Posting Information