

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Payroll/Field Trip

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- One (1) year experience in business, management information systems, or data processing.
- Five (5) years' experience in Transportation operations.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Knowledge of applicable laws, rules, policies, and procedures.
- Skilled in problem solving, human interaction, and conflict management.
- Ability to work cooperatively and with a variety of personnel and the public.
- Ability to use a two-way radio.

SUPERVISION

REPORTS TO Assistant Director of Transportation
SUPERVISES Designated Transportation Services Employees

POSITION GOAL

To maintain a system that provides accuracy and timely results in the delivery of payroll and accounts payable as assigned, as well as provide the supervision to ensure that master scheduling and field trips are properly processed.

PERFORMANCE RESPONSIBILITIES

1. *Supervise the payroll and field trip program for transportation including direct supervision of select employees.
2. *Evaluate and recommend employment, reappointment, and termination or appropriate disciplinary action of select transportation personnel.
3. *Assist with maintaining and updating information on the master scheduling program.
4. *Create, maintain, and provide reports, spreadsheets, databases, and files for transportation payroll, field trips, and master scheduling.
5. *Maintain accurate and up to date processing of employee appointments, transfers, promotions, and terminations.
6. *Oversee the preparation and delivery of payroll to ensure a timely and accurate process, including identifying any concerns and providing resolution.
7. *Responsible for training transportation personnel to support the payroll, field trip, and master scheduling systems.
8. *Provide support for all internal and external audits related to payroll.
9. *Assist in the billing of all transportation related programs, including extracurricular activities.
10. *Assist employees and others with complaints or matters concerning salaries and benefits.
11. *Assist in the development of new programs or maintenance of existing programs for field trips and payroll.
12. *Prepare and update procedures for payroll and field trip processing to include recommendations for changes to rules, policies, and contract language
13. *Ensure compliance with all policies, procedures, and statutory requirements.
14. *Assist the On-Call Manager with after hour calls dealing with field trip issues.
15. Perform other duties as assigned by the Director of Transportation or his/her designee.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

TERMS OF EMPLOYMENT

PAY GRADE

AO-14-I \$35,387- \$52,620
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBD
Personnel Category 06
EEO-5 Line 44
Function 7800
Job Code 1912
Survey Code 78013

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

October 18, 2016
October 10, 1995

ADA Information Provided by Transportation Services
Position Description Prepared by Julie Murphy