



# CLARKSTOWN CENTRAL SCHOOL DISTRICT

62 Old Middletown Road, New City, NY 10956

**Mr. Jeffrey Sobel**

*Assistant Superintendent for Personnel*

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## **ANTICIPATED CIVIL SERVICE POSITION PLEASE POST**

**DATE:** December 15, 2011

**POSITION:** ASSISTANT DIRECTOR OF SCHOOL TRANSPORTATION II  
(Provisional Appointment)

**SALARY:** \$75,000-\$80,000 per year (Salary commensurate with experience)

**\*\*Civil Service positions will be filled consistent with Rockland County Department of Personnel's requirements. Civil Service eligible list will be canvassed if applicable.**

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of the practices of school bus inspection and prevention maintenance (automotive mechanic knowledge not required); good knowledge of the selection, supervision and training of personnel; working knowledge of practices and techniques of scheduling and dispatching school buses; working knowledge of the techniques for writing transportation specifications and contracts; ability to present oral and written reports in clear and concise language; distinct aptitude for establishing and maintaining cooperative relationships; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school Equivalency diploma and five (5) years of work experience which must have been in the field of transportation or in administration; however, one of the five years must have primarily concerned with supervision or administration of passenger service, or scheduling of public carriers. Additional experience may be substituted for education on a year-for-year basis. Education beyond high school may be substituted for the general experience on a year-for-year basis to a maximum of four (4) years.

**Qualified interested personnel should respond in writing by December 22, 2011**

**Please include a current resume and send to:**

**Clarkstown Central School District  
Personnel Office  
62 Old Middletown Road  
New City, NY 10956  
Attn: Sharon Byrne**