

# Jefferson County Committee for Economic Opportunity (JCCEO)

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## JOB ANNOUNCEMENT

**JOB TITLE:** Transportation Manager

**JOB LOCATION:** JCCEO Headquarters

**REPORTS TO:** Director of Transportation, Facilities and Weatherization

**POSTING DEADLINE:** May 21, 2018

### **BRIEF SUMMARY OF THE JOB:**

Responsible for providing supervision and guidance for the JCCEO transportation and supply departments. Responsible for the day to day operation of the JCCEO Transportation and Supply Department.

### **REQUIRED QUALIFICATIONS:**

Five years supervisory and management experience related to some aspect of transportation and/or supplies.

### **EDUCATION:**

AA degree in some area related to business or transportation. Must have a valid Alabama driver's license, a CDL, experience in operating a motor vehicle, and an accident-free record for at least three years.

### **SUMMARY OF JOB DUTIES:**

- Maintain familiarity with all JCCEO programs, services, policies, and procedure.
- Maintain familiarity with and adhere to guidelines related to all Agency vehicles.
- Provide supervision and guidance to the van and bus drivers.
- Provide periodic workshops and training to all authorized drivers of Agency vehicles.
- Coordinate and ensure maintenance of all required reports and records.
- Manage the day to day operation of the JCCEO Transportation Department.
- Drive Agency vehicle when necessary, including making deliveries and pick-ups as required.
- Authorize vehicle repairs.
- Meet weekly drivers for a status report on vehicles.
- Inspect Agency vehicles bi-weekly.
- Coordinate transportation with other agencies.
- Ensure that Agency vans are kept clean and in working order.
- Install and use perpetual inventory computer software efficiently for central supply.
- Develop and maintain computerized, perpetual inventory system for central supply unit to record receipt and issuance of supplies.
- Operate central supply unit daily during specified hours, distributing supplies to staff and assuring that documentation requirements are met.
- Assure that all Headquarters break and maintenance supplies are provided to meet staff and visitor needs.
- Maintain, stock, and inventory on all vending machines at the JCCEO Headquarters.
- Generate computerized, monthly inventory reports to management.
- Manage the physical receipt of goods delivered to the JCCEO central supply unit.
- Attend workshops, training sessions, classes, and/or other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance.
- Adhere to JCCEO policies and procedures.
- Treat everyone with dignity and respect.
- Model appropriate, professional behavior at all times.

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- Perform other duties as assigned.

### **APPLICATION INSTRUCTIONS:**

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

### **PREFERRED METHOD OF APPLICATION:**

**Email all application materials via Word or PDF attachment to [HR@JCCEO.ORG](mailto:HR@JCCEO.ORG)**

**Please include the title of the job in the subject line.**