

LOCAL DISTRICT CLASSIFICATION PLAN

CLASS TITLE: DISPATCHER

BASIC FUNCTION:

Perform dispatching, clerical support duties, and operating a bus as requested for assigned department.

Obtain a valid KY Commercial Class B drivers license; including passenger endorsement

- School bus certificate
- Must pass driving record check
- 1 year experience in operation of a motor vehicle

REPRESENTATIVE DUTIES:

Operate two-way radio base stations; operate paging system as required; record radio communications as required.

Communicate with department employees, dispatching to needed locations to respond to routine requests for emergency situations.

Monitor special equipment as assigned and maintain appropriate records.

Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.

Communicate with outside organizations, businesses, government organizations, local police, and others appropriate; communicate with Board members as necessary.

Communicate with parents, supervisors, school administrators, and department employees; receive requests, questions, concerns, and suggestions and provide routine information and assistance or route to appropriate personnel.

Maintain current knowledge of routes and locations to assure timely services and accurate information.

Perform a variety of clerical support duties as assigned; type correspondence, memos, and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls, or messages; prepare and process requisitions; distribute mail.

Operate standard office machines.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures, and equipment.
Basic record keeping techniques.
Interpersonal skills using tact, patience, and courtesy.
Health and safety regulations.
Operation of a two-way radio and standard office machines.
Telephone techniques and etiquette.
Valid KY Commercial Class B drivers license

ABILITY TO:

Perform dispatching and clerical support duties for assigned department.
Speak clearly and distinctly.
Learn and apply applicable department rules, regulations, policies, and procedures.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Type at an acceptable rate of speed.
Work cooperatively with others.
Maintain routine records.
Analyze situations accurately and adopt an effective course of action.
Operate standard office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year radio dispatching experience.