



STATE OF SOUTH CAROLINA
Department of Education

1429 Senate Street
 Columbia, SC 29201

**INVITES APPLICATIONS FOR THE POSITION OF:
 Program Manager III - 60025397**

An Equal Opportunity Employer

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OPENING DATE: 08/07/18

CLOSING DATE: Continuous

JOB TITLE: Program Manager III - 60025397

CLASS CODE: AH55

POSITION NUMBER: 60025397

SLOT NUMBER:

STATE SALARY RANGE:

\$71,982.00 - \$133,179.00 Annually

AGENCY HIRING RANGE - MIN: 71,982.00

AGENCY HIRING RANGE - MAX: 133,179.00

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT:

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Interested persons must complete a State Employment Application at www.jobs.sc.gov. Applications will not be accepted after the closing date. The South Carolina Department of Education does not accept faxed, mailed, or hand delivered applications.

JOB RESPONSIBILITIES:

This position is a repost. Previous applicants are still under consideration and do not need to reapply.

The person in this position will under limited supervision, have responsibility for overall management and operation of the State School Bus Transportation Program. Direct, train, and assess senior supervisory staff in the management and operation of a safe, effective, and efficient state school bus transportation program in accordance with agency management plans. Evaluate the present transportation program and design and implement further innovations and

improvements. Establish clear lines of authority throughout the Office of Transportation having responsibility for all performance outcomes. Establish, supervise, and monitor all fiscal operations for the Office of Transportation to include preparation and management of budgets for costs associated with operations, maintenance, and personnel. Supervise the collection of revenues via permit operations and implementation of effective inventory control practices. Provide competent leadership to Area Supervisors, Assistant Directors, County Supervisors, Business Managers and other staff in all activities affecting the Office of Transportation. Confer with and make reasonable recommendations to the Deputy Superintendent of Operations and Support on matters of policy direction and administrative practices. Provide sound interpretation of school laws, rules and regulations, recommend applicable legislation and speak on behalf of the Deputy Superintendent and State Superintendent on matters pertaining to programs within the agency. Demonstrate a profound knowledge of program areas when representing the agency. Actively monitor public education to identify program areas and make reasonable recommendations for improvement. Provide advisory assistance to State Board of Education committees, outside agencies, and other organizations as required. Serve as the agency representative and liaison for emergency management, including deployment of school buses in the event of natural disasters and emergencies. Respond to all requests in a timely manner, ensuring open communication between outside agencies/organizations and the Department. Monitor and coordinate enforcement of state guidelines for transportation funding, school bus specifications, routing, ride times, and public and private school bus driver certification and training. Participates as a member of cross divisional team activities.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree and relevant program management experience.

PREFERRED QUALIFICATIONS:

A master's degree in management or other appropriate discipline with at least five (5) years experience in school transportation administration and a minimum three (3) years demonstrated successful supervisory work experience. Certified by the National Association of Pupil Transportation (NAPT) as a Certified Director of Pupil Transportation.

ADDITIONAL COMMENTS:

ONLY THOSE APPLICANTS CHOSEN FOR AN INTERVIEW WILL BE NOTIFIED BY LETTER THAT THE POSITION HAS BEEN FILLED.

<http://ed.sc.gov/jobs/human-resources/title-ix-nondiscrimination/>

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

OR
1429 Senate Street
Columbia, SC 29201

Job #76914
PROGRAM MANAGER III - 60025397
CE

Program Manager III - 60025397 Supplemental Questionnaire

- * 1. I understand that a criminal record investigation will be conducted prior to employment being offered by the South Carolina Department of Education. My personal identifying information will be processed through the South Carolina Law Enforcement Division (SLED).

Yes No

* 2. Please indicate which of the following best describes your education and experience:

- At least a bachelor's degree and relevant program management experience.
- A master's degree in management or other appropriate discipline with at least five (5) years experience in school transportation administration and a minimum three (3) years demonstrated successful supervisory work experience.
- None of the above

* Required Question