



REVENUE AUTHORITY OF PRINCE GEORGE'S COUNTY

School Bus Program Coordinator (Full-Time)

The Revenue Authority of Prince George's County has openings for our School Bus Program Coordinator position. We are seeking enthusiastic individuals for this full-time opportunity who can work Monday through Friday 8 a.m. – 4 p.m. with the option to telecommute.

The agency is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other County agencies. Positions are paid directly through the Revenue Authority of Prince George's County payroll.

The School Bus Program Coordinator is authorized to undertake activities as it relates to the School Bus Program on behalf of the Revenue Authority of Prince George's County. This involves a wide variety of administrative functions including providing support services to the Prince George's County School Bus Program, performing general office duties, managing records, and corresponding with the public by phone, email, or in-person pertaining to program violations.

Typical Duties

- Assists management with day-to-day operations of the Prince George's County School Bus Program as well as special projects within the Automated Enforcement Program
- Reviews and subsequently approves or rejects School Bus Program camera violations generated by Bus Patrol cameras located on the stop arms of all 1,216 school buses in the county
- Appears in court to defend citations issued by the School Bus Program cameras, if necessary.
- Assists with preparing responses to inquiries from citizens, businesses, community groups under management directives.
- Responds to telephone inquiries/complaints concerning the School Bus Program and Red-Light Enforcement; provides specific information determining what data may/may not be relayed
- Represents the Agency to the public in a manner that is positive, knowledgeable, courteous, fair, authoritative, and within the scope of assigned duties at all times.
- Assists with searching files and other sources as necessary, compiles information for meetings, specific projects or research activities, and statistical reports

Minimum Qualifications

- High school diploma or GED with at least 2+ years of clerical/administrative experience in a public, customer service environment for at least six (6) months.
- Must be able to lift up to 15 pounds, open filing cabinets and bend or stand as necessary.
- Knowledge of Microsoft Office suite (including MS Word, Excel, and PowerPoint).
- Knowledge of Revenue Authority of Prince George's County and general county government procedures and the inter-relationship between the various county agencies or the ability to rapidly acquire such knowledge.
- Ability to operate a variety of standard office equipment.

- Ability to compose correspondence with only general instructions.
- Ability to communicate effectively with county, citizens, co-workers, vendors, and others.
- Ability to establish and maintain accurate files.
- Ability to use effectively the English language to express ideas/facts orally and in writing.
- Ability to establish and maintain effective working relationships with employees, board Members, county officials, district court, state attorney, motor vehicle administration, vendors and the public.
- Ability to use standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan
- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

Conditions of Employment

Must successfully complete a background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

How to Apply

Please complete an application and submit your resume by clicking the link below.

<https://revenueauthority.applicantstack.com/x/detail/a2b62vrjp0y7>

Pay

\$18.00/hour Non-exempt - eligible for overtime

Closing Date

Open until filled.