WEST FARGO PUBLIC SCHOOLS

Educating all learners for tomorrow's world.

Job Description

Position Title: Administrative Assistant – Buildings & Grounds

Location: District Support Center

Department: Buildings & Grounds

Reports To: Director of Buildings & Grounds

Term: Year-round position

Schedule: Mon-Fri 8-4:30pm

Salary: Position follows the Classified Salary Schedule 2026-2027 at B214. Starting salary begins at $20.25-23.25/hour, based on experience.

Date of last review: November 2026

SUMMARY: The Administrative Assistant serves as the primary administrative support professional for the Buildings and Grounds Department while also providing reception and customer service functions for the District Support Center.

To Apply: Please complete the application and include up-to-date, relevant submissions of your resume, a letter of interest, and three professional references. Not including the required documents/references may result in loss of candidacy.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty and requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required for the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Collaboration:

- Serves as the primary receptionist and public-facing representative for the District Support Center.
- Assists with accounting functions including vendors, purchase orders, travel forms, and requisitions.
- Partners with Director of Buildings & Grounds to coordinate department activities.
- Develops positive, effective working relationships with learners and staff.

Communication:

- Welcomes and assists visitors, staff, learners, vendors, contractors, and community members.
- Provides information to learners, staff, and public by answering questions and requests.
- Answers, screens, and routes incoming telephone calls to appropriate departments and personnel. Delivers messages and/or directs calls to appropriate person as needed.
- Assists administrators with document creation, copying, Outlook scheduling, and general office duties.
- Connects and shares ideas through appropriate/applicable formats to express thoughts and ideas with integrity.

The West Fargo Public School District is committed to maintaining a learning and working environment free from discrimination and harassment in all employment and educational programs, activities, and facilities. The District prohibits discrimination and harassment based on an individual's race, color, religion, sex, gender identity, national origin, ancestry, disability, age, or other protected status by law. External applicants are eligible for ND Veteran's Preference: North Dakota veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a form DD214, and if claiming disabled veteran's status, a current letter of disability. West Fargo Public Schools is committed to diversity, equity, and inclusivity in all hiring and employment practices. Applicants who incorporate a holistic perspective and a commitment to inclusion are encouraged to apply.

Compassion:

- Understands the complexities of cultural and global issues and how they relate to employee and learners' experiences.
- Partners with others to resolve potential controversy and conflict through respectful discussion.
- Proactively seeks to understand the ideas, opinions, and skills of others.

Creativity:

- Connects with team members and shares ideas in an effort to improve the overall learner and employee experience.

Critical Thinking:

- Prepares purchase orders for submission to the Finance Office.
- Maintains confidentiality while interacting with visitors, staff, families, and community members.
- Assists with maintaining inventory of supplies and materials.
- Tracks budgets and purchasing activities.
- Assists with various accounting functions such as vendors, purchase orders, travel forms, requisitions, etc.
- Assists with data collection and information required for the OE11 Annual Report.
- Maintains documents, files, and records for compliance and audit purposes.
- Reasons, interprets, and analyzes information to generate new knowledge and understanding.

Reflection:

- Maintains communication with supervisor and director regarding general feedback, career advancement opportunities, and areas of growth opportunities.

Resilience:

- Maintains composure while dealing with stressful situations.
- Proactively seeks out resolutions and takes initiative to resolve knowledge gaps.

Responsibility:

- Manages the District Support Center reception area, ensuring a professional and organized environment.
- Maintains Kronos timekeeping records, supplemental pay entries, including leave requests and missing punch entries for district-wide maintenance staff.
- Receives and distributes incoming mail, packages, deliveries, and courier services.
- Maintains district directories and contact information.
- Coordinates conference room schedules and visitor meetings.
- Supports and maintains the continuous improvement of West Fargo facilities and maintenance operations.
- Maintains Kronos timekeeping system with leave and missing punch entries for district-wide maintenance staff.
- Coordinates work order processes.
- Supports district-wide communications by distributing notices, announcements, and information as they pertain to building and grounds projects, especially during peak times.
- Assists maintenance, custodial, grounds, and capital project operations.
- Participates in District Wide Emergency Preparedness Exercises.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the essential duties and responsibilities of this role, the employee is regularly required to reach with hands and arms.
- While performing the essential duties and responsibilities of this role, the employee is regularly required to stand, walk, bend, talk, and hear.
- The specific vision abilities required for this role include close and peripheral vision.
- The employee may be required to lift up to ~30 pounds.
- The employee must work with the public and various WFPS staff while simultaneously managing several competing demands.
- The employee will work in an environment that has a quiet to loud noise level.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or General Education Degree (GED).
- Excellent computation skills.
- Associate Degree in office administration is preferred.
- Understanding of Frontline, Applitrack, and ERP-Pro is preferred.
- Previous office experience is preferred.
- Previous experience working in a school setting is preferred.

LANGUAGE SKILLS:

- Ability to read, write, and comprehend simple instructions and short correspondences in the English language.
- Ability to communicate effectively verbally, expressively, and reactively.

OTHER SKILLS AND ABILITIES:

- Exercise confidentiality, discretion, and good judgement.
- Adhere to the assigned work schedule by maintaining regular and punctual attendance.

SUPERVISORY RESPONSIBILITIES:

- None.

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