

**POSITION DESCRIPTION
WILLMAR PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: District Receptionist/Administrative Support	Department: Human Resources/Business & Finance
Immediate Supervisor's Position Title: Director of Human Resources & Director of Business and Finance	FLSA Status: Non-Exempt
Job Summary: Performs intermediate skilled administrative support work handling student registration, reconciling employee benefit premiums and payments, performing general office duties, and related work as apparent or assigned.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs duties associated with receptionist tasks.
 - a) Greets and assists District Office visitors. Assists with request for job applications, lunch applications, lunch accounts, activity passes and determining student transportation eligibility and record status in computer.
 - b) Answers and assists District Office phone calls.
 - c) Responsible for District Office mail and packages; sorts and sends U.S. and inter-school mail; coordinates package shipping and receiving.
 - d) Responsible for regular monitoring of lobby fax machine and maintenance.
 - e) Coordinates General Mailing activity on a daily basis.
 - f) Responsible for phone book changes.
 - g) Assists with general business office duties when needed such as filing, copying and receptionist support.
- Performs clerical and record keeping functions that involve significant detail, attention to accuracy and precision in performing the tasks in the prescribed manner required
 - a) Responsible for school vehicle requests and issuance of vehicle keys and fuel cards.
 - b) Responsible for distributing activity passes to buildings, collecting deposits and the year-end report.
 - c) Serves as Kandiyohi County Civil Defense contact.
 - d) Responsible for flags; American and Minnesotan. Keeps a supply on hand at District Office.
 - e) Update bus list address changes.
 - f) Completes State transportation report.
 - g) Completes Campus related Transportation procedures.
 - h) Coordinates the Back to school parent information publication annually; works with bus contractors on bus stop list; works with Director of Food Service on school nutrition program information; coordinates corrections and printing with newspaper.
 - i) Supports electronic records keeping through scanning and entering department data; handles destruction of paper records in accordance with retention guidelines.
- Performs enrollment and registration duties in accordance with district procedure.
 - a) Responsible for student registration per our registration process, including taking pictures of staff and students for Campus.
 - b) Creates new and updates old employee pictures for ID badges to reflect the current school year.
 - c) Completes our Campus address change and household change procedures daily.
- Performs reconciliations for employee benefit payments.
 - a) Coordinate the monthly reconciliation and payment preparation for all payroll-related benefits including health, life, long-term disability, ADD, TSA, dental, flex, and all other ancillary benefits.
 - b) Reconciles premium reports of benefits versus invoices from benefit companies.
 - c) Oversees the reconciliation of premium reports from medical and flexible plan companies.
- Responsible for the day to day implementation of electronic records keeping.

- a) Scans and enters data into department, student or employee files.
 - b) Handles destruction of paper records in accordance with retention guidelines upon completing electronic record.
 - c) Trains employees in system and equipment usage.
- Maintains and shares level of professional expertise
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) Learns and is cross trained in other administrative and support functions within the department/program/building.
 - Performs other related duties within the scope of the receptionist position as assigned or requested to contribute to the efficient operation of Willmar Public Schools.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)					
	less than high school diploma	Major field of study or degree emphasis:					
x	High school diploma or GED.						
	<table border="1"> <tr> <td>1 year college</td> <td>2 years college</td> </tr> <tr> <td>3 years college</td> <td>4 years college</td> </tr> </table>			1 year college	2 years college	3 years college	4 years college
1 year college	2 years college						
3 years college	4 years college						
	1st year graduate level						
	2nd year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of office etiquette and customer relation procedures and routines. • District and building level administrative policies and procedures. • Knowledge of school district organization and specialized office functions within the department/program/office of assignment. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.) • General office equipment, e.g., copiers, facsimiles and phones. • Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records. 					
	Doctorate level						

Required Work Experience in Addition to Formal Education/Training:

Moderate experience working in an office setting, or equivalent combination of education and experience.

**LICENSE/
CERTIFICATION**

Identify licenses/certification required upon hiring:
None

**ESSENTIAL SKILLS
REQUIRED TO
PERFORM THE
WORK**

Skilled in:

- Ability to understand and follow written and oral direction.
- Ability to operate standard office computer and related software.
- Ability to establish and maintain effective working relationships with associates, students, parents and the general public.
- Applying and using word processing applications, basic spreadsheet and database applications.
- Applying judgment and discretion in carrying out department, program and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Implementing and maintaining departmental records, files, or lists.
- Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel.
- Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy.
- The various administrative, secretarial and clerical functions within the facility and providing back-up and support, as needed.
- Basic math needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals.
- Using and operating computers, including 10 key, and applying office productivity software utilized by the department.
- Performing work assignments requiring attention to detail, precision and accuracy and in accordance with set deadlines under minimal direction and supervision.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	TOTAL	0

INDIRECT SUPERVISION:

Number of employees indirectly supervised:	Total: 0
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HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i>	Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk			x	
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell				
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location. Exerting up to 25 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or negligible amount of force frequently or constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Description created September 2013; updated March 2019

Date Board Adopted: _____

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.