RANDOLPH TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Technology Office Manager

REPORTS TO: Director of Technology

QUALIFICATIONS:

1. Associate's degree required; bachelor's degree in business administration, management, or a related field preferred, or an equivalent combination of education and experience.
2. Minimum of three (3) years of progressively responsible administrative experience, preferably within a technology department, school district, or public-sector environment.
3. Demonstrated experience with purchasing processes, including purchase orders, invoicing, budget coordination, inventory management, and financial tracking systems; experience with Genesis SchoolFi or similar school-based financial systems preferred.
4. Proficiency in office productivity software, including word processing, spreadsheets, databases, and email systems.
5. Strong organizational, record-keeping, time-management, and multitasking skills, with the ability to manage multiple priorities and deadlines with minimal supervision.
6. High attention to detail and accuracy.
7. Effective written and verbal communication skills.
8. Ability to exercise sound judgment and discretion when handling confidential information.
9. Collaborative work style with the ability to work effectively across departments.
10. Sufficient leadership skills to direct staff and oversee operations in the absence of the Director.
11. Compliance with all statutory regulations and district requirements for securing public school employment is required.

GENERAL DESCRIPTION:

The Technology Office Manager is responsible for the efficient operation of the Technology Department's administrative, purchasing, and operational functions. This position serves as the central coordinator for technology-related purchasing, renewals, inventory management, and financial tracking, and provides leadership and direction to department staff in the absence of the Director of Technology. The role combines high-level administrative support with operational oversight to ensure the department's resources, budgets, and workflows are effectively managed.

ESSENTIAL JOB FUNCTIONS:

1. Manages the day-to-day administrative operations of the Technology Department, ensuring compliance with district policies, procedures, timelines, and applicable purchasing laws.
2. Serves as the primary point of contact and liaison for Technology Department communications, scheduling, and coordination with internal departments, vendors, and service providers.
3. Coordinates technology-related purchasing, budgeting, and procurement activities with the Business Office and budget managers, including identifying needs, preparing and tracking purchase orders, renewals, invoices, and resolving vendor discrepancies.
4. Maintains accurate and organized financial and administrative records, including purchasing documentation, contracts, renewals, invoices, expenditures, and encumbrance reports.
5. Confirms receipt of goods and services and ensures timely processing and submission of invoices with appropriate supporting documentation.

6. Recommends improvements to administrative, purchasing, and inventory processes to enhance efficiency, accuracy, and accountability.
7. Oversees inventory management for technology equipment, supplies, and materials, including ordering, receiving, tracking, reconciliation, and ensuring adequate stock levels while minimizing waste.
8. Communicates clearly with staff, administrators, and external partners regarding purchasing timelines, order status, inventory, and operational needs.
9. Provides reports, data, and operational insight to support departmental planning, initiatives, and decision-making.
10. Provides direction and operational support to Technology Department staff in the absence of the Director of Technology, assisting with workflow coordination, building coverage, and continuity of services.
11. Supports staff onboarding, training, evaluation processes, and professional growth initiatives related to administrative and operational procedures in collaboration with department leadership.
12. Assists the Director of Technology with special projects, reporting, and departmental initiatives as assigned.
13. Performs other such tasks and assumes other responsibilities as assigned by the Director of Technology.

WORK YEAR:	Twelve Month Position
TERMS OF EMPLOYMENT:	Non-Affiliated Support Staff (Policy 4127.1)
DATE APPROVED:	April 30, 2026
APPROVED BY:	Board of Education