

Renton School District Job Description

Technology Dept Administrative Assistant

This job description is subject to change at any time at the sole discretion of the District and does not establish a contract for employment.

Reports to: Department Administrator

Bargaining Unit: Renton Education Support Professionals (RESP)

FLSA Status: Hourly, Non-exempt

Level: RESP 4

Revised Date: 6/18/26

Primary Purpose

The primary purpose of this position is to support the Technology Department in service to our schools. Responsibilities vary with individual assignment, but typically include general clerical duties, budget tracking, electronic record keeping, data management, compliance monitoring, materials procurement, and inventory tracking and management. The essential functions listed below are common to most assignments for this job, although a given position may not include these functions and may include additional program specific functions.

Minimum Qualifications

1. High school diploma or equivalent
2. Two years of increasingly responsible administrative experience, including team calendar management and process oversight.
3. One year of purchasing management experience including contract purchasing for large projects, and experience processing a high-volume of purchase orders.
4. One year of program-level budget and invoicing management.
5. Advanced degrees or technical training may be substituted on a case-by-case basis with approval from HR.
6. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

Requirements within 60 days of Employment

1. Online workplace training
2. Specialized training as required by the specific position

Essential Functions

The list of essential functions in this job description is not exhaustive and may be supplemented as determined by an appropriate administrator and Human Resources.

1. Provide administrative support to administrator; organize, manage and maintain calendar; schedule appointments; open and sort District and US mail, monitor and respond to email and voicemail as requested; forward appropriate items to administrator or other staff members.

2. Support administrator and department by serving as a resource for answering questions, providing forms, and other materials and providing support to department staff and internal and external customers.
3. Greet and assist department visitors. Answer and screen phone calls, provide information, route to appropriate staff member, and/or take messages.
4. Produce or edit correspondence, memoranda, department-related materials, forms, and reports using a word processor. Proofread and edit drafts; duplicate and distribute materials.
5. Using word processing, spreadsheet, desktop publishing, and presentation software, originate and prepare a wide variety of special materials such as presentations and slides, catalogs, flyers, handouts, programs, certificates, guides, and notebooks; proof, edit, copy, duplicate and distributes materials, coordinating with print shop and mailroom staff
6. Manage assigned program budgets, including grants, and prepare budget proposal with guidance from administrator; set up budget records, categorize and allocate expenditures per district, state and federal requirements; record expenditures and maintain running balances; initiate budget revisions; issue purchases orders or check warrants; and initiate fund transfers as needed. Provide information to staff concerning current balances; initiate or request budget transfers as appropriate. Some budgets may be maintained at both the program and building-level.
7. Complete requisitions for supplies, materials, registrations and equipment; communicate with vendors and staff to resolve problems; receive, verify and distribute supplies and materials; obtain approval and route invoices for payment.
8. Collect, input and analyze data for a variety of program summaries or reports including required local, state, and federal reports; develop and/or maintain large collections of data for various program components; produce standard and ad hoc reports as required.
9. Create and/or maintain program information for consumption by internal and external customers; may involve development and/or maintenance of internal and external web sites.
10. Manage program resources available to internal and external customers; may include checking out or distributing equipment, materials, or other items, or arranging for and scheduling the use of district facilities.
11. Maintain department records/files, following applicable retention requirements.
12. Submit maintenance work orders for departmental offices and facilities managed by the department.
13. Process District travel arrangements; create purchase orders, obtain Board approval, manage P-card, make specific travel arrangements, and reconcile expenditures.
14. Schedule and make a variety of arrangements and preparations for meetings and other events; if appropriate; attend meetings and produce minutes or notes if requested. Provide logistical support to outside vendors and agencies who provide services and materials to department.

15. Maintain an inventory of department equipment and supplies; arrange for surplus of equipment that is no longer serviceable; conduct annual inventory and cycle counts for capital equipment.
16. Serve as department time keeper; process overtime and additional time for department; maintain overtime records. May involve detailed "time and effort" accounting for department staff members or for other district staff funded by a department budget.
17. Support the administrative tasks associated with the district's unified telecommunication system (i.e., phones). This includes using adding, removing and changing phone numbers and call patterns; provide one on one support as well as small group trainings in schools and district offices.
18. Following applicable laws, regulations and procedures, create, modify and/or maintain contracts with contractors, vendors and/or agencies.
19. Maintain regular attendance.
20. Establish and maintain effective working relationships with colleagues, students, parents and community members.
21. Comply with all Board policies, rules, procedures and collective bargaining agreements.
22. Other duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management.
3. Demonstrated knowledge of general clerical skills and use of appropriate technology and software.
4. Demonstrated ability to show flexibility and good judgment.
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff and the public.
7. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the position.
8. Demonstrated ability to be self-motivated and work with minimal supervision.
9. Demonstrated ability to lift and carry up to 20 pounds.

Working Conditions

The daily work is performed in an office setting. The usual and customary methods of performing the job functions require the following physical demands: visually concentrate on detail; occasional lifting, carrying, pushing, pulling and/or stooping; and significant fine motor dexterity. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under a generally hazard free environment and job activities may vary.