

FIRST PRESBYTERIAN CHURCH

Job Title: Executive Director of Administration
Primary Objective: To provide operational support to the Senior Pastor and administrative leadership to the various ministries of First Pres.
Ministry Area: Administration
Reports to: Senior Pastor
Prepared by: Howard Griffin

Committee Approved:
Exempt/Full Time

Session Approved:
Background check required

POSITION DESCRIPTION

The Executive Director of Administration shall:

Finance:

- Supervise the Business Administrator
- Serve as primary staff liaison to the Investment Team, Stewardship Committee, and Board of Trustees.
- Working with the Senior Pastor, Stewardship Committee, Business Administrator, and Communications Director help ensure the necessary funds are raised for the operating budget each year as needed.
- Ensure that adequate internal controls are in place and utilized to protect the church's assets.
- Work with the Business Administrator to help monitor spending to assure costs are kept to a minimum through efficient and wise purchasing procedures, working with staff to make sure every ministry is staying under their budget.
- Review Contracts for conformity with church policy; inclusive of securing outside legal counsel and control of legal communications as needed signing contracts as needed.
- Act as the registered agent for the church on all corporate matters.

Properties:

- Supervise the Operations Manager
- Maintain a current inventory of plant, property and equipment with a best estimate of replacement cost for insurance purposes.
- Working with Moderator of Properties Committee create and send out Properties Committee packet.
- Ensure that the grounds, facilities, equipment and vehicles are kept well maintained and ready for ministry.
- Solicit bids and negotiate contracts for purchases, services, and leases on behalf of the church.
- Plan for equipment updates and replacement. Working with Properties Committee to make major upgrades to our campus as needed (i.e. paving of north block, moving storage shed, renovating chapel, etc.)
- Keep aware of new technologies that could enhance ministry opportunities.
- Monitor insurance needs and work with the Properties Committee to obtain desired coverage.
- Coordinate the use and maintenance of building, grounds and equipment including vehicles through systems of church calendaring and work order systems.
- Manage Schedule of Part Time Campus security making sure we have a safety plan developed by our Safety and Security Team.
- Supervise all matters related to "risk" management, including the following: (1) establish and monitor practices and procedures that reduce the church's exposure to liability, (2) keep First Pres in compliance with all applicable regulations, laws and standards of practice: and (3) assure that appropriate insurance coverage is in place and current.

Systems, Equipment and Supplies:

- Supervise Technical Director
- Supervise and prioritize computer system needs and development to assure that all computer and networking systems, including both hardware and software are sufficient for all ministry needs.
- Research and recommend for purchase office equipment as needed within the guidelines of the budget.
- Establish schedules for timely and cost effective repairs and maintenance, and replacements for all equipment.
- Serve as staff liaison to technical support for computer related problems for all staff.
- Work with Technical Director to upgrade and order sound equipment as needed.

Human Resources:

- Serve as a principle staff liaison to the Personnel Committee.
- Working with the Senior Pastor/Head of Staff and Moderator of the Personnel Committee send out meeting reminders and create the packet for monthly meetings.
- Ensure annual goal development and review process is completed with appropriate documents completed and signed by supervisors and supervisees.
- Working with Senior Pastor and Moderator of Personnel suggest merit based salaries and bonuses to the Personnel Committee.
- Oversee the process of hiring new staff including job postings, interviews, background checks and selection as necessary to meet the Equal Opportunity Employment provisions.
- Maintain a current, up-to-date database of job descriptions including routinely reviewing job descriptions, making recommendations of needed changes.
- Maintain files appropriate for personnel records.
- Oversee the management of approved personnel policies and make recommendations for changes as appropriate.
- Perform periodic salary surveys and reviews to assure adequate compensation for the ordained and non-ordained staff.
- Ensure entire staff goes through appropriate training including sexual harassment training each year.

Administrative Functions:

- Serve as the Chief Administrative Officer accountable for all assigned aspects of the church's administration including conducting the day-to-day business of the church coordinating the efforts of the Administrative Assistants as needed and other duties as needed.
- Oversee the use of the facilities and vehicles and assures that the use by outside groups are in compliance with approved church policies and do not conflict with the use of the facilities and equipment by internal ministry teams and events.
- Supervise the Following Staff:
 - Business Administrator
 - Communications Director
 - Operations Manager
 - Technical Director
 - Receptionist
 - Contract Campus Security
- Act as an advisor to the following committees:
 - Board of Trustees
 - Investment Team
 - Finance Committee
 - Personnel Committee
 - Properties Committee
 - Stewardship Team
 - Safety and Security Team