



**JOB TITLE:** Executive Director of Administration

**MINISTRY AREA:** Administration

**REPORTS TO:** Senior Pastor

**Prepared By:** Senior Pastor and Personnel Committee

**Approved By:** Personnel Committee on 02-20-2024

### **PURPOSE OF THE JOB**

To provide operational support to the Senior Pastor and administrative leadership to the various ministries of First Pres.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

#### 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 to 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 ensure 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.
- Maintain a strong working knowledge of the church's finances and be able to answer questions about church finances at the Session and Board of Trustee meetings.
- 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 the Moderator of the Properties Committee, create and send out Properties Committee packets prior to each month's meeting.

- Ensure that the grounds, facilities, equipment, and vehicles are kept well maintained and ready for ministry.
- Solicit bids and negotiate contracts for purchase, services, and leases on behalf of the church building working with contractors to make sure they have what they need to complete the work while they are on our campus.
- Plan for equipment updates and replacement. Working with the 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 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 Committee, suggest merit-based salaries and bonuses to the Personnel Committee.
- Maintain a current, up-to-date database of job descriptions including routinely reviewing job descriptions, making recommendations of needed changes.

- Oversee the process of hiring new staff, including job postings, interviews, background checks, and selection as necessary to meet the Equal Opportunity Employment provisions. Help coordinate onboarding process as new hires come on staff and help schedule exit interviews for staff who leave.
- Maintain files appropriate for personnel records.
- Oversee the management of approved personnel policies and make recommendations for changes to the Personnel Manual as appropriate.
- Perform periodic salary surveys and reviews to ensure 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 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 ensure 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
- Other duties as needed.

#### **KNOWLEDGE AND SKILLS - Required**

- A Love for the Lord, His Word, and His Church.
- Bachelor's in Business Administration.
- Administrative Leadership Skills with a Servant's Heart.
- Working knowledge of Church Finances, Presbyterian Polity, Project Management, and Human Resource Management.
- Mastery of Microsoft Excel and Microsoft Word.

All resumes should be sent to [jobpostings@firstpres.com](mailto:jobpostings@firstpres.com) .