



RISEN SAVIOR
Lutheran Church
COLORADO

POSITION DESCRIPTION

JOB TITLE: Director of Administration
REPORTS TO: Senior Pastor
DATE: March 2021

JOB SUMMARY:

- This position is primarily located at Risen Savior Lutheran Church (RSLC) in Broomfield, CO. although can be a remote worker at times.
- Provide overall management of the day to day operations of the Church facility and technology. Provide an on-site presence Mondays through Thursdays at the church.
- The Director of Administration will have supervisory responsibility for direct reports and provide overall management and leadership to the staff with the management of weekly activity calls and routine tracking of staff mission projects (PIM).
- Manage vendors and service providers arranging dispatches and access for service calls and maintenance activities as required.

MAJOR AREAS OF RESPONSIBILITY:

The Director of Administration has leadership and administrative responsibilities for the overall operations of the church, with emphasis on ministry program management, human resources, facilities management, financial management, and IT.

PRIMARY OBJECTIVE:

He/she will have oversight and management responsibilities 24 x 7 for all church buildings, grounds, office, security, and IT, thereby providing overall access for services.

JOB RESPONSIBILITIES:

Human Resources

- Provide salary administration of all direct reports and subreports.
- Administer performance reviews with direct reports for the purpose of continuous improvement (including solving problems, improving effectiveness, developing goals).
- Assist the Senior Pastor by conducting and managing regular staff meetings, seminars, and retreats for team-building.
- Preparing, maintaining and revising Position Descriptions for direct reports for consideration by Human Resource Committee and approval of BOD.

- Jointly develop SMART goals; assisting direct reports with clarification of tasks to achieve goals.
- Facilitate the annual Performance Review (PR) process that summarizes overall performance in addition to completing SMART goals for the year. This PR will be used as the basis for salary or wage increases, authorized by the Board of Directors, for the coming year.
- Assist Ministry and Administrative Staff in identifying training needs to meet goals.
- Administer membership and official acts data and record keeping, providing statistics to the Lutheran Church Missouri Synod and Rocky Mountain District offices.

Project Management

- Implement a project management system to track ministry, administrative, and facility projects.
- Manage and refine administrative aspects of church operations.
- Write policies as needed by the Board of Directors.

Facility Management

- Develop and maintain a facility management schedule and calendar to track and manage maintenance and repair to the church building and grounds.
- Secure bids on facility maintenance and upgrade contracts and analyze for recommendation to the Board of Directors.
- Coordinate repairs and facility work with on-site vendors.
- Schedule and oversee Custodial assignments.
- Manage security systems operations, coordinate inspections, and train staff and volunteers on procedures.

Technology Management

- Administer the RSLC Google Suite account.
- Develop and manage the church's calendar, scheduling, and events.
- Manage and coordinate Network and IT services and support with vendor(s).
- Maintain an organized record of documents including but not limited to vendor agreements/contracts, legal documents concerning the church organization, membership records, insurance and liability, Board of Director Policies, background checks, and signed HR documents
- Maintain the office phone system with system provider
- Support and manage on-line video calling for staff and congregational use.
- Provide in-room support for scheduled Bible Studies with video calling (Zoom) as needed
- Maintain the Lorex Video surveillance system and back ups.

Finance

- Participate in the development of the annual budget. Assist staff in tracking expenses to budget throughout the year as well as estimating future budgets.
- Work with the Senior Pastor on effective strategies for use of finances for ministry goals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced computer skills with software programs, including Google Suite, Microsoft Office Suite, and Realm.
- Working knowledge of IT and Security systems and processes.
- Advanced time management skills.

- Advanced human relations skills.
- Advanced organizational skills.
- Other: Friendly “can do” attitude, open to new ideas and team building, experience with staff or volunteer recruiting.

EDUCATION AND EXPERIENCE:

- Required: Degree or equivalent experience: 3-5 years in program management.
- Preferred: 3-5 years’ experience in supervision and coordination.

WORKING RELATIONSHIPS

- Direct reports to the Director of Administration with their general duties are as follows:
 - Finance Manager. Includes accounting functions.
 - Custodian – Includes general maintenance and set up of the facility.
- Works closely with the Board of Directors and Human Resource Committee to ensure staffing and administrative processes are aligning with the ministry goals of the church and efficiencies are maximized.
- Works with the Board of Elders providing them support and information / opportunities to serve and assist with projects and missions.
- Works with the staff in managing weekly calls and activity tracking / coordination.
- Works with the Trustees and Custodial crew to manage the facility related project.

CRITICAL PHYSICAL REQUIREMENTS:

Occasionally: 0% - 33%

Frequently: 34% - 66%

Constantly: 67% - 100%

Sitting: Constantly

Standing: Frequently

Walking: Frequently

Reaching: Occasionally

Typing: Constantly

Twisting: Occasionally

Handling: Occasionally

Weight: Occasionally

Use of Fingers: Constantly

Horizontal Reaching: Occasionally

SCHEDULE:

- Full-time Exempt (40 hours)

OTHER RESPONSIBILITIES:

- Uphold a Christian way of life and attend worship regularly.
- Must complete Risen Savior’s Children at Risk class
- Must pass background check

CONCLUSION

This Position Description is intended to convey information essential to understanding the scope of the position and general nature and level of work performed by the holder within this position. It is not intended to be an exhaustive list of qualifications, skills, duties, responsibilities or working conditions associated with this position.