

# Job Description

## Tennessee Valley Unitarian Universalist Church

<b>Position Title:</b> Director of Administration	
<b>Department:</b> Administration	<b>Reports to:</b> Senior Minister
<b>Classifications:</b> Salaried <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> # of hrs/week: 40	
<p><b>Summary Description:</b> Responsible for the day to day administrative and operating activities of the church including those associated with facility management, financial management and personnel management and supervises administrative staff. Is a member of the Executive Team, provides assistance to the Sr. Minister and functions as Executive-in-charge in the Sr. Minister's absence. Provides support and guidance to the Sr. Minister, Executive Team and lay-leaders in the area of church governance and ensures that the governance responsibilities assigned to the administrative functions are carried out in a timely and effective manner.</p>	
<p><b>Roles and Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. As Facility Manager:             <ol style="list-style-type: none"> <li>a. Manages custodial and lawn care services and ensures that the buildings and grounds are properly maintained.</li> <li>b. Contracts with tradespersons to handle repairs and maintenance as needed; monitors work done.</li> <li>c. Works with Building and Grounds (B&amp;G) Committee to develop routine maintenance schedule. Implements schedule as required.</li> <li>d. Works with B&amp;G committee to determine major maintenance and repair requirements and make recommendations to Finance Committee and Board as necessary. Implement decisions</li> <li>e. Solicits bids and hires contractors for major improvements as approved by the Board of Directors.</li> <li>f. Establishes procedures for use and care of the building and grounds and ensures they are effectively implemented.</li> <li>g. Supervises facility rental agreements and ensures conformance.</li> </ol> </li> <li>2. As Financial Manager:             <ol style="list-style-type: none"> <li>a. Develops and monitors financial controls to ensure the security of church funds, including the organization of the periodic financial review.</li> <li>b. Working with Finance Committee, organizes and facilitates annual budget development process. Provides input for all line items within jurisdiction of the Director of Administration.</li> <li>c. Monitors expenditure of church funds authorized by the congregational budget and provides monthly reports to Finance Committee</li> <li>d. Works with Stewardship Campaign (SC) to establish annual pledge drive data and materials, inputs pledges into the contributions system updates SC weekly with appropriate metrics.</li> <li>e. Responsible for maintenance of pledge records, the automatic transfer of pledge payments as authorized and for the distribution of pledge statements and annual contributions statements as needed.</li> <li>f. Maintains property, liability, and worker's compensation insurance plans.</li> </ol> </li> </ol>	

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3. As Personnel Manager:
  - a. Ensures completion of new employee paperwork and maintains individual employee files
  - b. Coordinates employee benefit programs. Ensures that payroll deductions are appropriately established and maintained as changes are implemented.
  - c. Submits payroll data to payroll service provider. Ensures accuracy of input and resolves any discrepancies with payroll service. Ensures payroll service submits payroll tax payments and quarterly tax filings on our behalf.
  - d. Maintains individual employee vacation and sick-leave data and reports as necessary to ensure conformance with days allowed
  - e. Works with Personnel Committee as necessary to develop and maintain Personnel Manual, employee Job Descriptions and other personnel related documents as required.
4. As Executive Team Member:
  - a. Assist the Sr. Minister, as appropriate, to ensure that the Executive Team (ET) functions as described in the ET charter.
  - b. In the absence of the Sr. Minister, serve as the Executive in Charge and direct the ET as needed.
  - c. In concert with the Sr. Minister, coordinate with other staff, committee chairs, President and other Board members as necessary in the fulfillment of the ET's responsibilities.
5. As Senior Administrator:
  - a. Supervise paid staff with responsibilities in the Administrative/Operations areas ensuring that their roles and responsibilities are effectively described in Job Descriptions and fully understood and agreed to by the position holders.
  - b. Establish SMART objectives for the function that fully support the Mission and the upper level goals as developed by the Board. Ensure that these objectives are effectively implemented.
  - c. Serve as liaison between paid staff and Strategic Planning Committee in the annual process of establishing SMART objectives and reporting progress within the timeline established by the Board.
  - d. Provide direction and support to paid staff in the fulfillment of their duties and responsibilities. Provide immediate verbal feedback as appropriate and written feedback in the form of evaluations at least annually
  - e. Partner with volunteer staff in whatever ways are most appropriate to best meet the needs of the organization and the needs of the individuals who are freely giving of their time, talent and treasure.
  - f. Facilitate effective communications by identifying, implementing and/or supporting any and all initiatives/programs/vehicles that provide information or are intended to improve communications by whatever means may be appropriate.
6. In the area of church governance:
  - a) Provide guidance, coaching and support to paid staff and lay-leaders

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for the development and implementation of effective governance initiatives including charters, policies and procedures, setting goals and objectives, etc.

b) Fully support the governance transition by implementing all aspects of the governance elements that are assigned to the administrative function.

c) Participate as an ex-officio member of the Governance Task Force or in any successor group

**Candidate Qualifications and Competencies:**

Role is that of a “Generalist” which requires the suitable candidate to possess a broad range of skills from handyperson to financial management to human relations expert.

**Key Qualifications:**

- Minimum BS in business or accounting or equivalent higher education training
- At least 7 years of demonstrated successful experience managing operations of a moderately complex business or non-profit organization with a operating budget commensurate to that of TVUUC
- Demonstrated management, interpersonal and communication skills
- Exceptional people skills
- Demonstrated experience working with volunteers
- Ability to work effectively in a team-oriented environment
- Computer literate. Working knowledge of basic office software. Working knowledge of or willingness to learn new software for financial management and budgeting. Working knowledge of or willingness to learn social media platforms and digital outreach methods.
- Compatibility with and ability to communicate the values, vision and mission of TVUUC
- Experience as a professional in a religious setting is a plus

**Approved by:** Rev. Chris Buice, Sr. Minister

Signature:

Date:11-13-14

**Approved by:** Linda Randolph, On behalf of Board of Directors

Signature:

Date:11-13-14

**Approved by:** Lisa Thomas, On behalf of Personnel Committee

Signature:

Date:11-13-14