

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

1.20.60

Page 1 of 4

Job Description:

Director of Administration and Property

Effective Date

07/22/2020

Committee

Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Administration and Property provides leadership and oversight for all administration, property, and facility resources

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Administrative Assistant(s); Receptionists; Front Office Volunteers; Sexton

EVALUATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS GENERAL:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides welcoming presence to all members and guests

ESSENTIAL FUNCTIONS FOR ADMINISTRATION:

- Provides leadership and oversight for all administrative support to the lay leadership, committees, and ministry teams.
- Acts as "chief of staff" and provides administrative support to the Lead Pastor and other members of the program staff.
- Serves as liaison to the congregation for pastoral and ministry support.
- Serves as Assistant to the Secretary of Congregation Council.
- Oversees purchasing and procurement of office supplies and equipment.
- Oversees Building use and Maintenance
- Serves on the IT/AV Ministry Team and Property Committee
- Manages and supervises all office operations.
- Oversees and directs the preparation of all regular and special worship materials, including bulletins.
- Supervises office volunteers and assigns appropriate tasks.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

1.20.60

Job Description:

Director of Administration and Property

Effective Date

07/22/2020

Committee

Administration & Personnel

Page 2 of 4

CHURCH ORGANIZATION

- Manages computers, networks, and all office equipment and oversees IT contact with Staff Communications
- Works in collaboration with the Administration & Personnel Committee to ensure the maintenance and updating of the Policy Manual.
- Cooperates with the Director for Communications in the preparation of the Annual Report.
- Serves as employee leave administrator.

ESSENTIAL FUNCTIONS FOR PROPERTY:

- Serves as advisor to the Church Property Committee.
 - Oversees the preparation of and monitors Property and Facilities budget in consultation with the Property Committee.
 - Understands the operation of the HVAC system and cleaning equipment.
 - Ensures facility/equipment inspections are up-to-date
 - Ensures building, equipment and systems are well maintained and in good repair.
 - Maintains all property and repair records.
 - Develops repair/replacement plan
 - Solicits, analyzes, and presents for approval non-office related contracted services, equipment purchases, and unbudgeted minor and recurring maintenance purchase requests needed to maintain buildings and facilities of the church, in consultation with or as requested by the Property team.
- Provides assistance to Property Committee or other planning teams as they relate to Property matters
- Monitors use and maintains accountability and safety of all church property in accordance with church policy and procedures.
- Oversees the development and implementation of logistics plans for all scheduled events
- Oversees the scheduling of and oversees emergency drills and environmental safety activities as requested.
- In consultation with the Lead Pastor approves new rental agreements and provides oversight, monitoring, and enforcement of the terms of these agreements in accordance with church policies and directives consistent with our mission, vision, values and guiding principles.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

1.20.60

Page 3 of 4

Job Description:

Director of Administration and Property

Effective Date

07/22/2020

Committee

Administration & Personnel

CHURCH ORGANIZATION

- Assists with the day to day operation, security, and maintenance of the building and property.
- Oversees and responsible for furniture arrangements and provision of requested equipment (audio/visual, etc.) for groups using the facilities.
- Provides property related emergency “first response.”
- Manages systems to ensure effective scheduling of the facility.
- Oversees and provides supervises of the volunteers assisting church property-related tasks.
- Oversees and manages the cleaning company contract

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or equivalent experience
- Two years’ experience desired
- Computer proficiency in MS Office Suite
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPENTENCIES:

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other’s point of view. Displays willingness to help outside area of responsibility.

CHURCH ORGANIZATION

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

Displays proper judgment in the best interests of the church. Involves direct reports in decision-making as appropriate.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

Delegates appropriately to ensure timely completion of work and development of staff.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

Staff Signature

Date

Supervisor Signature

Date