

Director of Administration

Starting date: June 11, 2018

Job description and qualifications attached.

Résumés should be send to:

Pastor Jack M. Horner
Trinity Lutheran Church
2000 Chestnut Street
Camp Hill, PA 17011

or emailed to

jack.horner@trinitycamphill.org

JOB SUMMARY

The Director of Administration provides leadership and oversight for all administrative support.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Administrative Assistant(s); Receptionists

EVALUATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- 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.
- Serves on the IT/AV Ministry Team and Records Management Subcommittee of the Administration & Personnel 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.
- Manages computers, networks, and all office equipment.
- Works in collaboration with the Administration & Personnel Committee to ensure the maintenance and updating of the Policy Manual.
- Cooperates with the Ministry Director for Communications in the preparation of the Annual Report.
- Serves as employee leave administrator.

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 COMPETENCIES:

- **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.
- **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.