

## Tabernacle Presbyterian Church

### DIRECTOR OF OPERATIONS/CHURCH BUSINESS ADMINISTRATOR Position Description

#### POSITION OVERVIEW

The Director of Operations is a full time position with responsibility to the Session of Tabernacle Presbyterian Church and the Senior Pastor, under the direction of the Facilities and Budget and Finance committees. This ministry involves oversight and management of the operations of Tabernacle Presbyterian Church.

#### RESPONSIBILITIES

- Use and maintenance of the facility
  - Scheduling of the maintenance of the facilities
  - Direct supervision of the Maintenance Manager and the custodial staff
  - Provide strategic guidance and direction to proactively manage church facilities and property
  
- Scheduling Management
  - Primary responsibility for scheduling of the facility and coordination of responsible staff for all events, internal and external.
  
- Financial Management
  - Have a working knowledge of Tab's financial and payroll system
  - Establish financial Standard Operating Procedures (SOP) that are reflective of the current financial and payroll system
  - Create opportunity for separation of duties
  - Work cooperatively with the Director of Finance
  - Establish a culture of accuracy, accountability and timeliness in the financial management of Tab
  
- Administrative and Management Oversight
  - Provide guidance, direction and advice to all departments regarding operations and finances
  
- Contractual Responsibilities
  - Initiate and negotiate appropriate contracts for the maintenance of Tab facilities
  - Review all contracts prior to submission to the assigned committee
  - Attend specific committee meetings when a contract is to be reviewed for approval
  - When the situation is appropriate, serve as the Tab representative during all construction phases

- Human Resources Responsibilities
  - Establish Standard Operating Procedures relative to human resources policies, procedures and practices
  - Serve as a liaison between the Senior Pastor and all staff
  - Provide direct supervision for maintenance and custodial staff
  
- Committee responsibility:
  - Attend weekly staff meetings
  - Attend monthly Budget and Finance and Facilities meetings
  - Attend Tab Rec and HR meetings, as needed

#### REPORTS TO

Senior Pastor/Head of Staff

#### **Education and Experience**

A Bachelor's Degree and experience in senior leadership in business operations and finance.

#### **Required Competencies**

- A strong personal Christian commitment
- Good organization, communication and interpersonal skills
- Ability to lead and interact with others
- Self-starter; ability to work with minimal supervision
- Knowledge of sound financial practices and facility systems management

#### **Evaluation and Compensation:**

The Director of Operations works directly for, and receives an annual performance evaluation from, the Senior Pastor. Compensation is reviewed annually by the Senior Pastor and the Human Resources Committee.