

Administrative Office Manager

Staff Position Description

Part I – General Information

1. **Duty Title:** Office Manager

2. **Position Established:** September 1975

3. **Position Updated:** August 2012, April 2016, February 2019

4. **Classification:** Full-time

5. **Salary:** Starting Salary Range \$27,000 to \$31,000, Negotiable

Part II – Supplemental Information

1. **Primary Purpose:** Ensure the daily, weekly and monthly administrative functions are accomplished in a timely and accurate way. Responsible, under the supervision of the Church Pastors, for the delegation of administration duties to the office staff with authority to manage individual work schedules to ensure required office coverage.

2. **Qualifications:**
 - a. Mature Christian with a Christ-like attitude performing all work “as unto the Lord” with willingness and excitement over the ever growing and challenging ministry
 - b. Thorough understanding of and experience in administration and office functions; ministry service experience preferred
 - c. Impeccable integrity and ability to maintain the highest level of confidentiality
 - d. Possess effective oral and written communication skills, as well as being able to interact with many different individuals in a professional and diplomatic manner
 - e. Strong decision making skills
 - f. Ability to develop and install effective office procedures
 - g. Adept at assigning responsibilities to staff and the ability to monitor work performed so it is completed on time, within budget and meets high quality standards
 - h. Self-motivated with a teamwork mindset
 - i. The ability to motivate employees to increase productivity and effectiveness through common sense and strong negotiation skills
 - j. Strong problem solving skills and ability to handle stress well
 - k. Requires a demonstrated working knowledge of Microsoft Office and Microsoft Publisher software and the ability to learn various other software applications including, but not limited to, PowerTime, Planning Center Online, and G-Suite

3. **Educational Requirements**
 - a. Associate Degree or a minimum of 2 years experience in a related field. Course work, training or experience in accounting, business writing, customer service, communications, business ethics, business practices, computer applications and other subjects that relate to office administration may be considered a related field.
 - b. Work experience in managing and directing personnel

Part III – Duties and Responsibilities

1. Oversee the administrative staff and volunteers to ensure all administrative functions and requirements are accomplished.

2. Provide administrative support to the church pastors, advising them of any changes or concerns. Periodically review staff support, task list and assignments with the church pastors, highlighting any weaknesses and/or shortfalls in the administrative staff abilities.
3. Schedule and monitor the office staff and volunteers, as provided, to ensure office hours are covered with a minimum of one person at all times.
4. Equitably distribute all required office administrative tasks to the office staff, and ensure adequate administrative support is provided to the senior staff. Relay concerns to the church pastors and/or personnel committee.
5. Serve as liaison between church pastors, part-time staff, church members, and outside agencies and personnel.
6. Answer inquiries and resolve problems requiring interpretation, explanation, and justification of administrative policies and procedures.
7. Review and monitor the quality of all products produced by office staff for content and appropriate spelling, punctuation, syntax, and format editing as necessary to ensure accurate information is delivered without misinformation or clerical errors.
8. Provide clerical training as needed for staff employees and volunteers.
9. Attend church staff meetings with church pastors and meet regularly with office staff. Attend requested meetings with personnel committee. Attend quarterly business meetings.
10. Performs other related duties and responsibilities assigned by the church pastors and personnel committee as appropriate.

Part IV – Work Relationships

1. Performs under the general supervision of the church pastors and personnel committee.
2. Assists the church pastors and various ministry leaders to improve overall ministry.