



**JOB DESCRIPTION  
DIRECTOR OF ADMINISTRATION  
ST. FRANCIS OF ASSISI FAMILY OF PARISHES**

**I. IDENTIFYING INFORMATION**

**Position Title:** DIRECTOR OF ADMINISTRATION  
**Status:** Full-time, Exempt, 12 months  
**Reports to:** Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Administration is a key member of the Family Leadership Team (FLT) and reports directly to the pastor. The Director is responsible for effective administration and stewardship of the physical, financial, and human resources of the Family of Parishes (Family), supporting the pastor in his governance ministry. The Director is to be aware of and manage to required Archdiocese standards and compliance requirements. The position serves all the 800 households in our family of parishes, plans and implements an annual budget for the entire family, and helps provide policies and procedures for a small number of staff and our four small church buildings and attached facilities and grounds.

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Financial Responsibilities

- Implementation of a parish financial records, reports and cash flow management system.
- Establishes and reviews all budget processes in compliance with established standard accounting practices and collaborates with relevant parish staff, finance councils, and other commissions.
- Provides oversight to assure the proper processing of payroll and timely employee 401k deposits.
- Leads efforts for Parish Family Stewardship activities with the Pastor and Director of Evangelization & Stewardship.
- Acts as liaison between the Family and the archdiocese in financial matters.
- Manages strategic budgetary planning functions to maximize cash management, resources and coordinates parish organizations' funds.
- Oversees financial aspects of Family fundraising.
- Other duties as assigned by the pastor.

## 2. Personnel Responsibilities

- Manages other administrative staff (e.g. accounting, HR, facilities, IT, etc.) as assigned or needed.
- Serve as primary human resource officer for the Family of Parishes.
- Establishes and maintains evaluation processes for all staff in collaboration with the Pastor.
- Oversees the establishment of proper salary and benefit programs.
- Liaise with the Pastoral Center Human Resources Dept.

## 3. Administrative Responsibilities

- Determines and implements the system(s) for the proper management of the parish office(s).
- Implements systems for the proper management of Family records. This includes proper computer systems, training, and maintenance.
- Assures the proper coordination of Family property, liability, and workers' compensation insurance within the archdiocesan general insurance program.
- Directs any and all matters pertaining to the lease and rental agreements and financial obligations of the tenants at properties within the Family.
- Assures the proper maintenance of all cemetery records if applicable.
- Maintains good working relationships, effective communications between Family communities, various groups including city, state, county and township authorities and organizations.
- Proactively consults with and advises the pastor on a regular basis.
- Manages all electronic and computer equipment and organizes any technology maintenance or repairs for staff or facilities.

## 4. Facilities Management Responsibilities

- Oversee the maintenance and needed improvements to all real property of the Family of Parishes.
- Assure the proper supervision of any major construction, improvement or repair, in coordination with the Pastoral Center Facilities Mgmt. Office.
- Assure the timely solicitation and review of bids and quotes and the negotiation and administration of contracts.
- Assures the establishment and proper monitoring of preventative maintenance programs for all Family properties, including repairs, upkeep, and contracts for maintenance.
- Manage the establishment and training of safety and emergency protocol, building access and the property security systems (buildings, keys, files, etc.).

- Oversees the parking and towing policies and procedures in addition to any registration of parked vehicles and permits with payment for the parking on parish property.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have excellent interpersonal communication skills
- Must have management experience
- Must have good organizational skills
- Must have good facilitation skills
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality and compliance standards
- Must have ability to prioritize and to be flexible
- Must have experience and knowledge of standard accounting principles and practices

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Five to ten (5-10) years business management experience preferred or some business management and human resources equivalent; Parish or non-profit experience preferred; MBA/MA preferred.

#### **VI. WORKING ENVIRONMENT**

This position may require frequent evenings and/or weekend work and maintains normal office hours in the Oxford location only. Normal hours are from 8:00 AM until 4:00 PM on Monday through Friday with an hour lunch break (35 hours per week). A part-time bookkeeper will be able to float between parishes and office locations and they will work as a team member in helping this position as the Director of Administration.

Employees of C-1 Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the C-1 Family of Parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.