

# **PERSONNEL POLICY GUIDELINES FOR FAMILY OF PARISHES**

## **JOB DESCRIPTION- DIRECTOR OF ADMINISTRATION**

### **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 Parish Leadership Team (PLT) 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.

### **III. POSITION CONTENT**

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

##### **1. Financial Responsibilities**

- Implementation of a parish financial records and cash flow management system.
- Establishes and reviews all budget processes in collaboration with relevant parish staff, finance councils, and other commissions.
- Provides oversight to assure the proper processing of payroll and timely employee 401k deposits.
- Acts as liaison between the Family and the archdiocese in financial matters.
- Maximize cash management resources and coordinate and review parish organizations' funds.
- Oversees financial aspects of Family fundraising.
- Other duties as assigned by the pastor.

##### **2. Personnel Responsibilities**

- Supervise other administrative staff (e.g. accounting, HR, facilities, IT, etc.)
- Serve as primary human resource officer for the Family of Parishes
- Establishes and maintains evaluation processes for all staff.
- 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.
- Assures the proper maintenance of all cemetery records if applicable.
- Maintains good working relationships, effective communications between Family communities, various groups, and outside authorities.
- Consults with and advises the pastor and (where applicable) school Principal on business and administrative matters that affect the Family and school.

### 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 of contracts.
- Assures the establishment and proper monitoring of preventative maintenance programs for all Family properties, including repairs, upkeep, and contracts for maintenance
- Assure the establishment of proper property security systems (buildings, keys, files, etc.)

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

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

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

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

Five to ten (5-10) years business management experience required; BA in Business Management, Human Resources, Accounting, or related field required. Parish/School or non-profit experience preferred; MBA/MA preferred.

## **VI. WORKING ENVIRONMENT**

This position may require frequent evenings and/or weekend work and an unpredictable schedule.

Employees of Crescent Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Crescent 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.

## **VII. ACKNOWLEDGEMENT**

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

---

**Employee Signature**

---

**Date**

---

**Supervisor Signature**

---

**Date**