

DOWNTOWN BAPTIST CHURCH (DBC) POSITION DESCRIPTION

Director of Operations

Approved Title Director of Operations		Effective Date TBD
Title Code Part-time	FT / PT PT	Reports to Senior Pastor

PURPOSE OF POSITION:

To manage, coordinate, and oversee DBC administrative operations.

POSITION SUMMARY:

The Director of Operations is a part-time position (25-28 hours per week) with the responsibility of supporting the mission and ministry of DBC by providing oversight and direction to the management of DBC's administrative office operations.

ESSENTIAL FUNCTIONS:

- Manage DBC payroll and employee paid time off (PTO) through Automatic Data Processing (ADP) software
- Manage information technology assets and maintain records
- Oversee DBC's personnel group insurance plan
- Manage contracts with outside providers of church services
- Manage the DBC calendar and relevant database
- Serve as the custodian of all legal documents
- Oversee and coordinate with volunteers the annual budget process
- Supervise the Financial Administrator and Visual Communications contractors
- Coordinate and monitor facility use by outside groups to assure proper use and manage cost recovery fees from DBC "tenants"
- Coordinate special events such as weddings, funerals, church picnic, luncheons, and conferences.
- Oversee and delegate activities to ministry volunteers as needed.
- Other duties as assigned by the Senior Pastor

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Senior Pastor, accountable to the Servant Leadership Council and works collaboratively with DBC staff members.

WORKING LOCATIONS & ENVIRONMENTS:

- Work location normally limited to DBC facilities with option for remote as needed and approved.
- Work environment is normally indoor office/building spaces and other indoor building environments. As needed, outdoor environments for short periods.

JOB REQUIREMENTS:

Include, but not limited to:

- College degree in Administration, Leadership and Organizational Development or similar discipline preferred.

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- A minimum of three years experience in administrative management.
- Proficient in Microsoft Office software applications.
- Knowledge of data management
- Working knowledge of relevant computer applications such as email, electronic spreadsheets, etc.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Capacity to adhere to confidentiality and privacy guidelines.
- A member of DBC preferred but not required.
- Background check required.

KEY COMPETENCIES

- Strong supervisory skills
- Planning and organizing
- Attention to detail and accuracy
- Information collection and monitoring
- Computer literacy
- Problem analysis and problem solving
- Communication skills
- Confidentiality
- Initiative
- Team work
- Integrity

PHYSICAL DEMANDS:

NA (Not Applicable)		Frequent (30-70% of the time)	
Seldom (1-10% of the time)		Constant (over 70% of the time)	
Occasional (10-30% of the time)			
Activity	Frequency	Activity	Frequency
Sitting	Constant	Climbing ladders	NA
Standing	Frequent	Working at heights/balancing	NA
Walking	Occasional	Bending/twisting at waist	NA
Driving	NA	Kneeling/Squatting/Crouching	Seldom
Lifting <25#	Occasional	Crawling	Seldom
Lifting 25-50#	Seldom	Reaching above shoulder	Seldom
Lifting >50#	NA	Repetitive hand/arm movement	Frequent
Carrying <25#	Occasional	Handling/Grasping	Occasional
Carrying 25-50#	Seldom	Fine finger manipulation	Seldom
Carrying >50#	NA	Seeing	Constant
Pushing/Pulling	Seldom	Hearing	Constant
Climbing stairs	Occasional	Talking	Constant