

THE JOHN KNOX PRESBYTERY POSITION DESCRIPTION

TITLE: Presbytery Administrator

PURPOSE: To provide communications, technology, and administrative support to The John Knox Presbytery and the Executive Presbyter.

ACCOUNTABILITY: The Presbytery Administrator is accountable through the supervision of the Executive Presbyter to the Presbytery Personnel Committee.

RESPONSIBILITIES:

Communications:

- Creates, maintains, and oversees the content of the Presbytery's website.
- Coordinates use and scheduling of Presbytery's Zoom account.
- Collects information for, creates, and distributes monthly newsletter.
- Posts to and administers Presbytery's social media accounts.
- Oversees the handling of Presbytery communications, including mail, telephones, and email.

Technology:

- Maintains and expands master database files and directory information for wider electronic communication purposes.
- Monitors office equipment needs and reviews service contracts.
- Recommends and maintains appropriate computer software and online services.

Presbytery Administration:

- Provides support to Presbytery Council and Committees as assigned by the Executive Presbyter.
- Coordinates arrangements with the host church for Stated and special Presbytery meetings. Attends and provides support services at Presbytery meetings.
- Maintains Presbytery general files.
- Maintains a complete and accurate record of all Presbytery receipts, disbursements, and transfers. Provides receipts to individuals and churches in a timely manner.
- Maintains the accounting services of Presbytery Treasury Service including per capita billing and payments, Mission Giving pledges, and payments.
- Coordinates with outsourced accountants and prepares vouchers for payments.
- Works with the Fiscal Operations Task Force to provide background information in the decision-making process regarding JKP financial needs.
- Assists church treasurers with process questions and provides supplies and forms as requested.

CORE COMPETENCIES

Attention to Detail: Consistently attends to the many small pieces that must be assembled into an organized whole; follows up on missing or out-of-balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the presbytery; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; promotes direct communication.

Technical Expertise: Acquires and demonstrates the technical skills required to execute the essential function of the job, including familiarity and proficiency with online services and applications such as Zoom, Microsoft365, WordPress, and Constant Contact; proactively seeks to understand which skills are lacking and to develop those skills, continually working toward technical proficiency.

Team Orientation: Demonstrates interest, skill, and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.

Initiative: Is proactive, curious, action-oriented, and energetic about the Presbytery's work and ways to improve processes to accomplish its goals and objectives; is not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

Personal Resilience: Can effectively cope with change and uncertainty; is flexible and can adapt comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risks and uncertainty.

PERFORMANCE REVIEW:

An annual review is held with the Presbytery Personnel Committee in consultation with the Executive Presbyter.

The provisions of the Personnel Policies of The John Knox Presbytery shall apply as appropriate.