



DIRECTOR of ADMINISTRATION

Full-Time

This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for overseeing the overall Administrative Ministry operations including Human Resources, Finance, and Operations. Coordinates assigned activities with other ministry departments; and provides highly complex administrative support to the Executive Minister and Lead Minister. Exercises direct supervision over staff.

<p>DEPARTMENT Administrative Ministry</p> <p>REPORTS TO Executive Minister</p> <p>DIRECT REPORTS Yes</p> <p>WORK WEEK Monday-Friday</p> <p>HOURS PER WEEK 40</p> <p>FLSA Exempt</p> <p>JOB CLASS Officials/Manager</p> <p>MINISTER DESIGNATION No</p> <p>DRIVING REQUIRED No</p>	<p>PRIMARY DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Assists the Executive Minister and Lead Minister with the development, planning, and implementation of the Mission, Vision, Values and Strategies for Oak Hills Church. 2. Partners with and serves as general advisor to senior leadership team in creating strategic direction and best management practices. 3. Oversees the management responsibilities for Human Resources, Finance, and Operations. May manage a specific administrative-related ministry based on area of expertise and experience. 4. Conducts reviews and analysis of existing organization, management structures, and processes. Monitors and evaluates the efficiency and effectiveness, identifies opportunities for improvement; and directs the implementation of changes. 5. Oversees and maintains policies and procedures. Ensures compliance with regulatory and accreditation requirements including documentation and records maintenance. 6. Plan, develops, implements, and monitors annual action plans for areas of responsibility. 7. Interviews, selects, motivates and evaluates staff; provides or coordinates training; coaches and works with employees to correct deficiencies. 8. Oversees, manages and participates in the development and administration of the Administrative Ministry’s budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary. 9. Provides church-wide staff support and participates in a variety of committees and meetings. Serves on the Investment Committee. 10. Stays up to date of new trends and innovations. 11. Other duties and responsibilities as assigned.
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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment.

MINIMUM QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Five (5) years of executive-level experience in Business Administration, Human Resources, Accounting, or related field to include two years of direct supervisory responsibilities. Church or nonprofit experience preferred.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of supervisory practices, procedures, and techniques.
2. Knowledge of Federal, State, and local laws.
3. Knowledge of organizational and management practices as applied to the analysis and evaluations of programs, policies and operational needs.
4. Knowledge of Human Resources, Finance and Operations administration.
5. Knowledge of statistical analysis methods and concepts.
6. Knowledge of personnel payroll systems.
7. Knowledge of personnel policies and procedures and Human Resources planning techniques.
8. Knowledge of principles and practices of budget preparation and administration.
9. Knowledge of computer office applications and equipment.
10. Knowledge of English grammar and vocabulary.
11. Ability to work independently with limited supervision.
12. Ability to conduct research studies and prepare detailed and accurate reports.
13. Ability to analyze cost data and insurance trends
14. Ability to prepare management reports.
15. Ability to communicate clearly and effectively through both verbal and written means.
16. Ability to establish and maintain effective working relationships with staff, members, and volunteers.
17. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: NOVEMBER 2020