

## **OFFICE ADMINISTRATOR POSITION DESCRIPTION**

### **Presbytery of the Twin Cities Area**

#### **Purpose:**

To oversee and manage the general office operations of the Presbytery of the Twin Cities Area and to support the work of the staff, officers, and committees of the Presbytery in carrying out the vision and responsibilities of the Presbytery.

#### **Regular Responsibilities:**

- To create and maintain a welcoming environment for all members of and visitors to the Presbytery, whether in person or electronically, and to facilitate prompt response.
- To organize and communicate, as needed or required, a range of information regarding the Presbytery, its members, and its operations.
- To support the executive presbyter and the stated clerk in their duties.
- To work closely with the Presbytery treasurer to support Presbytery financial functions, specifically by providing basic income and expense input for Presbytery financial services and bill-paying.
- To collaborate with the stated clerk or designee of the stated clerk's office in Presbytery meeting planning and execution; and to work with Presbytery committees in scheduling and other basic support of their work.
- To act in all ways and responsibilities as a colleague and team player supporting the congregations of the Presbytery and equipping its leaders.

Within each of these general categories are specific responsibilities and actions which allow the office administrator to carry out these regular responsibilities.

#### **Skills and Qualifications:**

We will welcome a colleague who can and will:

- Carry out responsibilities and develop appropriate solutions, by working both independently and as a team member. Maintain confidentiality.
- Understand and utilize effectively a variety of applications, including: voicemail, e-mail, web-based communication programs; Microsoft Word, Excel, and database and publications software.
- Effectively represent the organization and facilitate collaboration and communication through strong written and verbal skills.
- Exhibit positive personal characteristics including a sense of humor, a positive attitude, and a commitment to the inclusion of and respect for all people.

A college degree or significant work experience required. Knowledge of the Presbyterian form of government and its decision-making bodies is preferred; the person in this position is not required to be Presbyterian, however.

**Accountability and Evaluation:**

The staff team member is accountable to and supervised by the Executive Presbyter of the Presbytery, and will work closely with that person on a regular basis. A performance review will be conducted annually by the Executive Presbyter and the Personnel Committee of the Presbytery.

**Hours and Location**

This is full time position at the office of the Presbytery of the Twin Cities Area in Eagan, MN. Normal office hours 8:30 – 4:30 Monday through Friday. The occasional night and weekend dates will be required to staff Presbytery meetings. In the summer, the office is closed on Fridays. Work is done on-site and only rarely can be done remotely.

**Compensation and Benefits:**

This is a salaried position competitive with other non-profit institutions in the Twin Cities area. Medical, retirement, and disability benefits are offered.