



Job Description

Job Title: Operations Manager **Supervised By:** Emily Chudy **Supervisor's Title:** Pastor
Job Status: Part-time 25 hours **FLSA Status:** Exempt **Work Hours:** TBD **Approved Date:** _____

I. JOB SUMMARY and RESPONSIBILITIES

The Operations Manager is a senior leadership role responsible for coordinating and implementing strategies and procedures that will accomplish the vision and mission of Central Presbyterian Church. This position has significant responsibilities that cover key operations of the church, including working with the Trustees in oversight of the building, implementation of IT strategies, supporting volunteer operations, collaboration, and communication and supervision of Accounting and Office staff.

Essential duties include:

1. Facilities Management:
 - a. Oversee care and maintenance of the physical building, including evaluation and negotiation of contractors, with Trustees and Custodian. Evaluate proposals and select contractors in coordination with Trustees, including upkeep of both the building and its grounds, seeking to minimize waste of energy and maximize ministry potential.
 - b. Attend all Trustee meetings in order to advise Trustees on any operational implications of their decisions. Point out any obstacles and strive to devise plans to work around any obstacles. While not a member of the Board of Trustees, this position would be expected to be an active participant without a vote on issues requiring such action.
 - c. Work with the Technology Committee for effective use of management systems in the church, security, confidentiality, and data protection.
2. Support church financial operations:
 - a. With church Treasurer and Financial Administrator, maintain financial procedures and controls to ensure proper accounting procedures in dealing with all monies entering and leaving the church.
 - b. Manage certain Financial Administrator duties: oversight of pastoral payroll and pension provisions, purchase of utilities and supplies, application of budget controls; oversight of systems for handling cash or church credit cards, management of business accounts, development of appropriate controls for limiting risk, and oversight of all insurance policies.

II. RELATIONSHIPS

The Operations Manager will be supervised by the Pastor. The Operations Manager will supervise and evaluate the performance of the Administrative Assistant, Custodian, and Financial Administrator. The Operations Manager will be the liaison to the Board of Trustees and will work closely with the Church Treasurer, Finance Committee, Stewardship Committee, Clerk of Session, Communications Coordinator, and Technology Committee.

III. JOB REQUIREMENTS

Minimum requirements are a Bachelor's degree and at least 5 years experience working ideally in a church or not-for profit in a business management capacity. Specific desired skills include leadership, initiative, organization, excellent interpersonal skills, good knowledge of denominational structure and general alignment with the church's values and vision, confidentiality, basic fiscal knowledge, conflict management skills, short- and long-term planning skills, project management, flexibility, and the ability to work under pressure. Valid driver's license and good motor vehicle record. Position requires ability to obtain FBI, PA and Child Abuse clearances. Must prove eligibility to work in the United States.

IV. PHYSICAL REQUIREMENTS.: Visual and auditory skills; the ability to walk, stand, stoop, bend, reach and lift materials up to 20 lbs. Must be able to operate a motor vehicle.

V. EVALUATION

A Coaching and Equipping Team will be assigned by the Personnel Committee to meet with the Operations Manager to review goals, progress and other matters twice yearly. The Personnel Committee will receive the reports of the CE Team and will annually review the adequacy of compensation. Any unresolved differences in the CE Team will be brought to Personnel, and if necessary, to the Session for resolution.