



**St. Gabriel the Archangel Catholic
Community
Human Resources Position Description**

Last Updated: April 9, 2019

Position: Director of Operations

Reports to: Pastor

FLSA Status: Exempt

Benefits eligible: Yes

Compensation: NACPA M-5

Primary Areas of Responsibility:

Parish administrative responsibility fully delegated by the Pastor in these areas:

- Finance
- Human Resources
- Facilities and maintenance
- Stewardship and development
- Communications
- Technology
- Procurement
- Safe Environment

Primary Tasks:

- Direct and supervise all staff responsible for the Primary Areas listed above
- Ensure the financial records of the parish are kept in proper order and all appropriate reporting takes place in a timely manner
- Direct the preparation of the Annual Budget
- Oversee the Annual Audit
- Provide support and direction to the Stewardship Committee for the annual stewardship drive and other development activities and programs
- Coordinate the process of performance appraisals on at least an annual basis for all parish personnel in collaboration with the Pastor.
- Ensure the technology needs of the parish are met
- Represent the parish at certain Diocesan, Regional, and National meetings.
- Assist the Pastor in the stewardship of all parish resources in collaboration the Parish Finance Council and the Parish Pastoral Council.
- Represent the parish with all Diocesan staff in the Primary Areas of responsibility
- Provide leadership in the relationship with the preschool, regional schools and Diocesan school officials
- Execute other duties as deemed necessary by the pastor.

Qualifications

Required

Active member of the Catholic Church
Strong knowledge and understanding of the teachings and mission of the Catholic Church
Bachelor's Degree in Business, Accounting or related field
5 yrs previous experience managing similar responsibilities and employees
Demonstrated skills and abilities as a servant leader

Preferred

Direct Catholic Church management experience
Graduate level degree, church management certification and/or CPA with non-profit accounting experience
Grant writing success

Working Environment

This position will mostly take place during regular parish center hours but may require some additional evening/ weekend during busy periods.

Performance Reviews

Completed on an annual basis by the Pastor with input from staff and committee leaders and members who are directly serviced by this position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to stand. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Environment

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is usually quiet to moderately loud. This position requires frequent evenings and/or weekend work and offers flexibility and compensatory time.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by team members within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Review and Approval:

Pastor _____ Date: _____