



**Northridge Presbyterian Church
Job Description
Director of Operations**

Type: Salaried, exempt

Time: Full-time Monday-Friday 8:00-4:30

Reports to: Pastor/Head of Staff

Summary:

The Director of Operations oversees the day-to-day operations of the Northridge Presbyterian Church (NPC) office, including property, finance, human resources, and information technology (IT). The Director directly supervises the Facilities Manager, works closely with NPC's outside accountant on financial matters and coordinates with NPC's other service providers in human resources, finance, property, and IT.

In addition, the Director of Operations serves as the initial face-to-face contact with prospective congregants and preschool parents and coordinates information flow among NPC staff and congregational leaders. The Director of Operations works closely with the Administration, Human Resources and Property Committees of NPC's Session.

The Director of Operations is an integral member of the NPC team who is responsible for supporting other members in their day-to-day needs by ensuring that facilities, IT, equipment, supplies, records, and other operational needs are proactively managed.

Responsibilities: The Director of Operations job responsibilities include, but are not limited to the following:

1. Supervising the Facilities Manager; working with the Facilities Manager to assure a clean well-maintained and well-organized building and grounds, manage all internal and external requests to use the church facilities and grounds; manage the church calendar.
2. Disseminating, documenting, and managing employee onboarding and human resources documents and records
3. Training and assisting staff in the use of software products utilized by NPC, including the implementation of any new products.
4. Working with NPC's Treasurer and accounting firm to manage financial records and input financial data; providing financial data to leadership committee members and committee chairs, as needed.
5. Welcoming visitors, congregants, and preschool families to the church in person and online; answering phone calls and emails.



6. Coordinating with and providing support to NPC's service providers in finance, human resources, property, and IT
7. Providing broad support to the Senior Pastor, such as scheduling meetings, compiling documents, and responding to inquiries.
8. Development of administrative policies and procedures for consideration and adoption by Session; making recommendations to Leadership Team regarding continuous improvement of processes
9. Serving as security administrator, including issuing, and cancelling keys and security codes and arranging for maintenance of any security cameras or recorders.
10. Scheduling facility, grounds, and equipment usage by community members.
11. Obtaining and reviewing bids for major facility repair and capital expenditures with Property Committee.
12. Preparing annual property budget recommendations for submission to church Property Committee.
13. Documenting all facility inspections, including coordinating with NCDL Director to complete all required licensing requirements.
14. Other responsibilities as assigned

Job Requirements – Knowledge, Abilities and Skills:

- Excellent interpersonal skills: ability to interact both in person and online with multiple audiences including staff, congregants, preschool families, vendors, and community.
- Proficiency in accounting and database management
- Proficiency in the use of office productivity software, and common business computer technologies (e.g., Windows, Word, Excel, Constant Contact, JotForm, printers, copiers, and scanners); experience with ACS Realm preferred.
- Understanding of employment documentation including background checks, governmental requirements, and employee policy implementation and communication
- Flexibility to adjust to new strategies, procedures and tasks as required; works effectively in a fast-paced setting.
- Strong written and verbal communication skills; effective attention to detail to ensure tasks are completed and documented correctly.
- Excellent time management skills: ability to prioritize, communicate with multiple parties on ongoing tasks and meet deadlines.



- Enjoys a collaborative, problem solving environment; keen sense of curiosity in getting to the root of problems and offering solutions.
- Reliability and discretion with confidential information; including sensitive personal and financial information.
- Familiarity with the PC(USA) preferred.

Minimum Requirements:

- 3 years of experience in operations, human resources, or administration

Special Requirements:

- Willingness and ability to work late (past 5 pm) and work weekends on occasion.

CORE VALUES FOR STAFF OF NORTHRIDGE PRESBYTERIAN CHURCH

- Can-do Spirit
- Entertain the Impossible
- Hope not Fear.
- Don't Settle

Resumes can be submitted to Rev. Betsy Swetenburg (betsys@northridgepc.org)