



## POSITION DESCRIPTION

### ADMINISTRATOR

#### NEW CASTLE PRESBYTERY

Position Purpose and General Requirements: The **ADMINISTRATOR** serves as a full-time, salaried member of the staff of the New Castle Presbytery (hereafter the NCP). The primary purpose of the position is to provide operational, organizational, managerial, and communication functions for the NCP office and staff and secondarily to the NCP as a whole. To carry out these functions, the Administrator is expected to have knowledge, skills and abilities in the following general areas:

- Be computer skilled, particularly in the Microsoft “Word,” “Excel,” “Outlook,” “PowerPoint,” and “Publisher” programs, as well as in “WordPress” website software.
- Be skilled in the areas of “networking,” organization, and negotiation.
- Be detail oriented, and demonstrate superior writing and other communication skills.
- Beneficially, have prior experience in one or more of such fields as marketing, hospitality, and program development.

Nomination and Election: Candidates for the NCP Administrator position, when vacant, shall be sought and evaluated by the Human Resources subcommittee of the Committee on Leadership and the finalist presented to the full Committee on Leadership for approval. Either or both the Connectional Presbyter and the Missional Presbyter may contribute to the Administrator selection process.

Specific Areas of Responsibility: The NCP Administrator is expected to provide leadership in the following primary areas.

1. NCP Website and Communications Management, to include:
  - a. Maintenance of the NCP website and coordination with the website host for program changes.
  - b. Maintenance of the NCP online calendar.
  - c. Provision of administrative assistance for the NCP “Hub” program.
  - d. Provision of editorial services for the *Midweek Musings*, the NCP’s bi-weekly online news publication.
  - e. Maintenance of “SurveyMonkey” and “MailChimp” survey accounts for use by the NCP.
2. NCP Meetings Management, to include:
  - a. Preparation of documents needed for NCP meetings, in cooperation with the Committee on Coordination.
  - b. Management of document posting to the NCP website, including online registration for NCP meetings and other events.
  - c. For NCP retreats and other extended meetings, management of contracts with the outside parties involved, including analysis and negotiation of the proposed agreements, establishment of fee structures for NCP participants, and other administrative duties on behalf of the NCP.

3. NCP Administration, in Cooperation with the NCP's "Connectional Presbyterian" in the latter's role as "Stated Clerk", to include:
- a. Facilitation of regular submission of NCP membership data to the Office of the General Assembly of the Presbyterian Church (U.S.A.) (hereafter the PC (USA)).
  - b. Notification of member NCP churches scheduled to host meetings of the NCP regarding the specifications and requirements for such meetings.
  - c. Conversion of minutes of NCP meetings to their final format, and consolidation of the annual minutes for submission for review by the Synod of the Mid-Atlantic.
  - d. Provision of the initial documents needed for member transfer when churches within the NCP close.
  - e. Facilitation and assistance to member churches in their preparation of annual "statistical reports" to the Office of the General Assembly.

The Administrator is expected to include the following specific functions in these areas:

1. Serve as "front office representative" for the NCP office.
2. Schedule meetings, luncheons, travel, etc., for the NCP and its bodies, and handle the related details, including needed correspondence, confirmation of the availability of NCP-related facilities, and "GotoMeeting" conference scheduling.
3. Manage NCP's databases associated with the annual "NCP Directory," NCP committees and their memberships, and the "Outlook" email distribution.
4. Manage the operations of NCP's technology contractor, website host, database designer, bookkeeper, and janitorial staff, and negotiate contracts with these parties.
5. Coordinate maintenance and service work on the NCP computers and other office equipment.
6. Serve as a member of the NCP Committee on Coordination, and attend NCP business meetings as requested.
7. Serve as "networker" with peers in the PC (USA), with the goals of improving services and promoting the interests of the NCP.
8. Maintain the manuals and orientation materials of the NCP.
9. Serve as administrative support to NCP committees as requested.
10. In coordination with the NCP bookkeeper, serve as facilitator of approval of "accounts payable" and check disbursements.
11. Serve as NCP's "administrative budget manager", with control of expenditures a primary goal.
12. Serve as "streamliner" of NCP's business procedures, to maximize effective office operations.

Evaluation: An annual evaluation and review of the Administrator's services to the NCP shall be conducted by the Human Resources subcommittee of the Committee on Leadership and the results of that review shall be reported to the entire Committee on Leadership.

Terms of Employment and Vacation: The terms of employment for the Administrator, who is considered to be a full-time, salaried, professional employee of the NCP, shall be in accordance with the related specifications of *The Manual of New Castle Presbytery*. Likewise, the annual allotment of vacation time offered to the Administrator shall be based on years of service to the NCP, in accord with the *Manual*.

Separation Policy and Process: The NCP may accept the resignation of the Administrator or terminate his or her services at any time with sixty (60) days' notice.

## BASIC COMPETENCIES

Rationale: To provide for maximum efficiency in each position and enhance collaboration across Presbytery [job] positions, candidates should have the following competencies:

1. Working knowledge of desk top and/or laptop computers;
2. Working knowledge of Microsoft Office applications including Word, Excel and Power Point;
3. Working knowledge of email and text usage; and
4. Working knowledge of Face Book, Twitter, Instagram and other social media applications that may be identified by the Presbytery.

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Committee on Leadership*