

St. John the Evangelist Catholic Church

Operations Manager – Job Description

Position: Operations Manager

FLSA: Exempt

Reports to: Pastor

Effective date:

General Summary:

Reporting to the Pastor, the operations manager is responsible for the day-to-day business operation of the parish. The operations manager oversees the administrative and business functions of the parish as both a business manager and facilities manager in an accurate, efficient, thorough, professional, and timely manner, which will strengthen the Church and give the appropriate administrative foundation to support the pursuit of the parish's mission, ministry, and growth.

Essential Duties and Responsibilities:

Administrative Responsibilities

- Coordinates with staff and volunteers to participate in staff planning and operational meetings; conducts significant dialogue with the pastor so that he is fully apprised of matters being considered and acted on by the parish.
- Maintains accurate parish and facilities records including repair, construction, and financial records.
- Coordinates insurance and other benefit programs of the parish, employees and property.
- Ensures compliance with the policies, procedures and guidelines of the Protected Self Insurance Program of the Diocese of Toledo, directed by Tom Antonini.
- Attends financial council training at least once every three years, which focuses on Temporal Goods Policies that must be implemented at the parish.
- Comes prepared to staff meetings and other committee meetings appropriate to the position; attends quarterly business manager meetings.
- Acts as parish liaison with other Church and community entities either with or as a delegate of the pastor.
- Provides for adequate training for appropriate employees in parish used computer systems; directs and coordinates computer systems.
- **Performs other duties as assigned by the pastor**

Financial Responsibilities

- Ensures that sound financial management is practiced by the parish. This includes development and monitoring of budgets and annual financial reports; assurance of timely and accurate reporting to parishioners, the diocese and various government agencies; assurance of proper deposit, disbursement

and accounting for all parish community-related funds; and oversight of all major fundraising activities.

- Seeks approval from the pastor in concert with the policies, procedures, and guidelines set forth by the diocese regarding financial and temporal transactions; ensures compliance with the diocesan Temporal Goods Policies.
- Reviews budget and financial reports in conjunction with parish, the pastor, business manager, bookkeeper, and finance council.
- Acts as a liaison on behalf of parish with diocese and other entities regarding fiscal responsibilities, such a financial council, school, etc.
- Sets meeting agendas with Finance Council chairman; reviews the regular financial report at council meetings; studies financial trends of income and expenditures of the parish; proposes necessary actions to keep within budget.
- Oversees and guides all fund-raising programs, planned giving, maintaining endowments for parish and school, and parish stewardship council.

Personnel Responsibilities

- Assists the pastor in recruiting, hiring and dismissing employees with the guidance of the diocesan Human Resource Department; maintains an adequate level of knowledge on current employment laws.
- Supervises all parish employees not directly accountable to the pastor.
- Maintains an updated parish employee handbook in consultation with the pastor and assistance from the diocesan Human Resource Department; ensures that the handbook and any revisions are reviewed by Diocesan Legal Counsel for sound legal policies before presentment to employees.
- Provides new employees with orientation subject to the parish employee handbook, new-hire paperwork, I-9 verification, payroll forms, BCI/FBI backgrounds checks, introductions, and expectations of the workplace.
- Establishes and maintains position descriptions and personnel evaluations for employees.
- Facilitates communications within parish departments and outside agencies or groups, both civic and religious.
- Reviews staffing needs and makes appropriate recommendations.
- Acts as primary local resource for benefits administration, contract negotiations, wage and salary administration.
- Provides necessary training for employees within knowledge and when appropriate
- Maintains parish's compliance with Diocesan personnel policies for employees and volunteers.

Facilities Management Responsibilities

- Conducts ongoing inspections of parish grounds and building to ensure that the property is maintained in a safe and aesthetic manner; establishes and oversees preventive maintenance programs for parish property and equipment.
- Supervises the activities of all parish maintenance and inspects completed maintenance and repair projects.
- Manages and approves major repairs or new construction with counsel from the pastor, finance council, and pastoral council, when applicable; supervises new construction on the parish grounds and acts as a liaison between the architect, contractor, and building committee.
- Follows pre-established guidelines to obtain competitive prices for the purchase of supplies, materials and equipment; seeks approval through the pastor, finance council, and pastoral council, when applicable.
- Maintains parish's compliance with diocesan policies regarding licenses, insurance, other liability considerations, real estate, and capital projects.
- Assures compliance with safety, security, and environmental regulations and practices.

Knowledge, Skills, and Abilities Required

- BA/BS degree in Business, Finance, Accounting, or related business discipline from an accredited college is preferred.
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Requires a high level of computer expertise in Microsoft Office products, including Excel, PowerPoint, Outlook and Google Suites. Knowledge of Quickbooks is beneficial.
- Practicing Catholic and registered member of a Catholic parish faith community, preferred.
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Performs work at a high level of accuracy and attention to detail.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must have successful experience in a supervisory capacity.
- Must successfully pass the required BCI/FBI background check prior to employment and every five years.
- Must maintain a valid driver's license.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 climb stairs; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.