

Westlake United Methodist Church Job Description

Job Title: Church Administrator & Facilities Manager
Reports To: Senior Pastor
Department: Administration
FLSA Status: Exempt
Approved Date: March 22, 2021

SUMMARY

Responsible for day-to-day organization and performance of the administrative duties of WUMC including office functions, ACS (data base) management and coordination of custodial and maintenance needs. Maintains confidentiality in performance of all tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

Answers phone calls and greets walk-ins, responding in a friendly and helpful manner. Transfers calls, takes messages or facilitates connection with the appropriate person or desired location.

Responds to general WUMC emails provides answers or forwards to the appropriate staff member.

Maintains the office in an organized and efficient manner. Orders office, cleaning and other church supplies following policies and procedures.

Compiles and enters data with input from staff for the Charge Conference, Year-End and Fund Balance Reports and submits final product to the appropriate entity.

Reports maintenance and repair needs of the facility to Trustees/Pastor using an electronic form.

Oversee and coordinate custodial, and maintenance and repair needs, by communicating with custodial/maintenance/repair staff as directed by Trustees and/or the Pastor. Arranges for maintenance and repair or custodial services of the facility including the Preschool and playground as requested. Arranges for setup/tear-down/clean-up for events and meetings as requested.

Oversees budget for custodial staff and office supplies.

Contacts service providers to schedule service and repair of all equipment as directed. Maintains warranty and other maintenance and repair records of equipment, i.e. copiers, plumbing and HVAC.

Maintain, update and enforce current policies for effective data management including the protection from security breaches.

Maintain, consolidate, and improve the WUMC database (hereinafter "database") using ACS On Demand including Facility Scheduler, Contributions, Access ACS (online community) and the Church Life app. Install new technologies, upgrades, etc. Troubleshoot problems before calling outside support.

Organize and ensure accuracy of weekly input of attendance/guest data into the database.

Develop and provide reports i.e. attendance, guests, contributions, etc. Create groups for targeted communications as requested by staff and lay leaders.

Oversee and coordinate the sharing of data by creating groups in the Connections Module, including Guests, Congregational Care, New Members, and SOS Connections, to promote a sense of community within WUMC and facilitate the ministries of staff and lay leaders while maintaining required confidentiality.

Develop and implement training for staff, lay leaders, and members to enhance their digital skills and database use. Assist/troubleshoot issues they encounter as needed.

Approve calendar/room requests and maintain the Facility Scheduler for calendaring. Coordinate setup and cleanup of space as required.

Maintain climate system settings through weekly, seasonal and annual updates of thermostats for required settings while ensuring Wi-Fi connectivity is consistent.

Oversee the email accounts on Rackspace for all Westlake-umc.org email addresses.

Recruits, supports and directs activities of volunteers who work in areas related to this position.

SUPERVISORY RESPONSIBILITIES

Directly supervises 3 employees in the custodial department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and making recommendations to the Senior Pastor related to hiring and firing. Provides training, planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A Bachelor's degree is recommended or 2-5 years' experience in administrative duties and database management. Certification in Church Administration is desired.

LANGUAGE SKILLS

Ability to read documents and instructions. Ability to write clearly and communicate well with all people even under difficult circumstances, especially emergency situations. Ability to produce reports, business correspondence. Ability to effectively present information and respond to questions from members of the congregation, staff, and the general public in both small and large groups in a professional and friendly manner.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts related to purchasing, charges for products and services, and ongoing costs of maintenance. Ability to read and analyze budgets, time sheets, financial reports, and proposals/bids from vendors.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of written or oral information.

CERTIFICATES, LICENSES, REGISTRATIONS

Safe Gatherings Certified, a valid Texas Driver's License. Knowledge or certification of use of AED equipment and First Aid is desired.

SPECIAL SKILLS

Computer knowledge and skills including Word, PowerPoint, Excel, Internet, Social Media and ability to learn WUMC specific software. Familiarity with ACS and Facility Scheduler preferred.

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 position, the employee is regularly required to sit, walk, stand, talk, listen and type. The employee is frequently required to climb stairs. The employee is occasionally required to move quickly and to lift or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral

vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment is usually quiet, but there is occasionally exposure to loud noises. It may be necessary to walk where ground is uneven and there is a risk of falling.

Interested parties, please submit your resume and cover letter to jobs@westlake-umc.org.