

THE PRESBYTERY OF LONG ISLAND

POSITION DESCRIPTION

I. TITLE

Office Administrator/Assistant to the Stated Clerk
[hereinafter Office Admin.]

II. PURPOSE

The purpose of the position is to coordinate and conduct the work of the Presbytery Center, and to work closely with the General Presbyter/Stated Clerk [hereinafter GP/SC] in providing assistance to the councils and committees as requested by the GP/SC.

III. ACCOUNTABILITY

The Office Admin. is accountable to the GP/SC. Administrative supervision is provided by the GP/SC.

IV. RESPONSIBILITIES

1. Coordinate and conduct Presbytery Center operations, providing a hospitable environment in which the Presbytery can-function.
2. Provide administrative assistance to the GP/SC and to councils and committees as requested by the GP/SC.
3. Maintain the master calendar and make room assignments.
4. Assist in preparing Presbytery meeting materials and post on the website.
5. Maintain files and bulletin boards.
6. Handle and distribute mail, and answer routine mail keeping the GP/SC informed.
7. Maintain mailing lists, e-mail contacts, and related information.
8. Compile directory for the Presbytery.
9. Receive telephone messages, transfer to voice mail or note telephone messages, receive e-mails, process routine matters.
10. Purchase and maintain an inventory of office supplies regularly, consulting with other staff concerning office supply needs.
11. Contact and negotiate repair and maintenance services for office equipment, building repair, and grounds care, in consultation with the GP/SC.
12. Handle petty cash disbursements in cooperation with the Treasurer/Financial Secretary or the Bookkeeper/Assistant Treasurer.

13. Coordinate and oversee the work of the custodian and any handyperson that is hired, including supply purchases.
14. Under review of the GP/SC, provide the following tasks:
 - a. Act as initial recorder of the minutes, and custodian of the official records of the Presbytery.
 - b. Assist the GP/SC in recording transactions of the governing body, preserve its records, and grant extracts from the records when properly required.
 - c. Maintain rolls of churches, ministers, inquirers and candidates under care, clerks of session, current session members, and others as from time to time may be required by the Book of Order.
 - d. Assist the GP/SC in the keeping of official records.
 - e. Put Shepherding Council and Presbytery reports on the website.
 - f. Maintain grid of Presbytery meetings for Shepherding Council.
 - g. Communicate with the Stated Clerk of receiving or dismissing Presbytery.
 - h. Assist the GP/SC with transmitting to the Office of the General Assembly notices of the change of status, work, or location of a minister of the Presbytery.
 - i. Send out Session Annual Statistical Reports and assist Clerks of Session with the input of Session Annual Statistical Reports.
 - j. Send General Assembly Annual Questionnaire to the Clerks of Session.
 - k. Post on the web page the pre and post Presbytery Meeting Packets.
 - l. Send out host church packet, and consult with host church regarding appropriate arrangements.
 - m. Provide for the enrollment of members and commissioners at the meetings of the Presbytery.
 - n. Send out reports to non-parish ministers in November, asking for their annual reports. Call or send second letters to those who do not respond. Give the GP/SC information so that, depending upon responses received and if needed, recommendations can be made to the Committee on Ministry. Prepare the annual report for the Committee on Ministry's approval for Presbytery in January.
15. Manage the website, coordinate information services, and serve as the resource person for computer related problems.
16. Provide background checks for churches seeking a new pastor.

V. RELATIONSHIPS

1. The Office Admin. serves the Presbytery as a member of the staff team which is supervised by the GP/SC.
2. The Office Admin. maintains relationships with the Clerks of Session in the Presbytery, assisting them with Session Annual Statistical Reports and General Assembly Annual Questionnaires.
3. The Office Admin. works closely with Presbytery host churches by consulting with them regarding appropriate arrangements for Presbytery meetings.
4. The Office Admin. interacts with non-parish ministers regarding their annual reports.
5. Whenever possible, the Office Admin. is the first to respond to telephone calls from pastors, lay leaders, congregants, staff from Presbyteries, Synods, the Office of the General Assembly, and other judicatories, providing referrals as needed.

VI. TERMS

1. The position of Office Admin. is a full-time position, presently at five days (35 hours) per week. The position is classified as exempt.
2. The Office Admin.'s work performance shall be reviewed and evaluated annually. The review shall be conducted by the GP/SC and the Shepherding Council through its Personnel Committee.
3. The Personnel Committee of the Shepherding Council shall recommend proposals for salary, benefits, and expenses annually to the Shepherding Council.
4. In all matters regarding this position, the Personnel Committee shall be guided by the Presbytery's Personnel Policy.