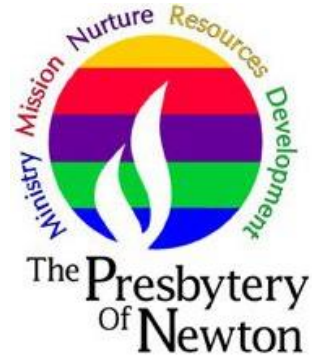


Office Manager Position Description



Purpose:

To provide administrative services for the staff and officers of Newton Presbytery.

Accountability: The Office Manager is accountable to the Presbytery Leader.

Responsibilities:

As the office manager, this position is responsible for all administrative, maintenance and technological duties and tasks that may arise in the presbytery office, including, but not limited to:

Administrative:

- Support Presbytery Leader, staff, and Presbytery committees and teams administratively
- Support the work of the Stated Clerk
 - Provide support for one session records review session
 - Support the work of SC and COM on annual report forms for non parish clergy
 - Maintain the rolls and complete the 5 part electronic transfers
 - Prepare letters for SC's signature
 - Provide support for the Annual Statistical Reports
 - File background check data at the request of the Stated Clerk
- Maintain presbytery database to support communication within the presbytery
- Facilitate constant communication within the presbytery via;
 - Email
 - Website
 - Phone
 - US Mail
- Compile, maintain and distribute presbytery directory
- Maintain calendar for presbytery office conference room and presbytery committees
- Facilitate the compilation and dissemination of the Presbytery Pack and supporting documentation for the Stated Meetings of the Newton Presbytery.

Maintenance:

- Procure and maintain service of all office equipment
- Building maintenance procurement and coordination
- Office stock supplies procurement and storage
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Technology:

- Implement technological improvements throughout the Presbytery where possible
- Research and implement upgrades where appropriate

Evaluation: A performance evaluation will be conducted in accordance with the guidelines and policies of the personnel committee of the Presbytery Coordinating Team

Hours: 31 hours a week plus approximately 5 Stated Meetings of the Newton Presbytery,

Salary: Salary and Benefits as outlined in the Personnel Policies and Practices of the Presbytery of Newton

Approved May 2013