



COMMUNITY
PRESBYTERIAN CHURCH

JOB DESCRIPTION

Title/Position: Director of Operations

Department: Strategy & Operations

Team Leader: Steve Fisher

General Description

The Director of Operations is responsible for safety, security, maintenance, vendor relationships, financial oversight and day-to-day leadership for the following areas:

- Church and school campus & facilities
- Ministry program set/clean-up
- Facility team and third-party providers
- IT network and desktop support
- Church and school procurement process for goods & services
- PMCF properties

Specific Responsibilities

- Manage campus and facilities
 - Proactively clean, stock and maintain campus on a regular schedule, including bathrooms and kitchens
 - Maintain purchase, storage, and control of facility tools, equipment and supplies
 - Develop and monitor operating and capital improvement budgets
 - Manage capital improvement projects
 - Develop and train staff on emergency preparedness procedures
 - Develop maintenance plans for facility components including HVAC, electrical, plumbing, floors, fire alarms, cameras and safety systems
 - Ensure campus meets all fire code requirements and maintains adequate documentation for all prevention systems



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- Manage ministry programs
 - Coordinate facility use demands and manage set/clean-up schedules
 - Proactively address ministry concerns regarding operations
- Manage facility staff and third-party providers
 - Coordinate recruiting, hiring, reviewing, training and scheduling staff
 - Coordinate all third-party vendors
- Manage IT / communication third-party vendors
 - Monitor IT network, desktop support and phone system
 - Monitor response time and quality of support
 - Oversee vendor contract and spending
- Establish and manage CPC's procurement process
 - Develop procurement process for offices, ministries and facility purchases
 - Monitor process compliance
- Manage relationship with People Meeting Christ Foundation (PMCF) Board members and 3rd party property manager
 - Oversee property rent collection, spending, capital investments, repairs and maintenance

Qualifications

- Five to ten years of facilities operational and financial management experience
- Managing department and 3rd party vendors
- Problem solving – data collecting, analyzing, recommending skills
- Influencing – listening, hearing, and communicating skills
- Executing – planning, organizing, and reviewing skills
- Relational – working with all levels in the organization

Terms of Employment

- 40 hours/week
- Salary range TBD
- Benefits: Medical, dental, vision, vacation, paid holidays, retirement program, short and long-term disability