

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Director of Administrative Services
2. **Classification** Executive
3. **Supervisor** Bishop
4. **Responsibilities**

a. Overall purpose of position

The Director of Administrative Services (2008 *Book of Discipline* ¶619) is responsible for office management, compensation, payroll, personnel and human resource services, pension, health and other benefits, administrative services for offices and agencies, property management, legal and such other related responsibilities of an administrative nature.

b. Essential functions

- 1) Manages the conference center operations, overseeing support personnel, information systems, benefit and property insurance services, and administrative services.
- 2) Functions as chief administrative officer of the conference board of pensions, insurance and benefits, managing the daily operations of the health, pension and benefit programs and serving as conference benefits officer.
- 3) Provides staff support to the board of trustees including administration and review of the conference property insurance program and oversight of conference property, and serves as an officer of the corporation as designated by the trustees and the conference.
- 4) Serves as the administrator of human resources (as of 7/1/10), providing staff support to the committee on human resources regarding a process of selection, training, review and retention of conference employees.
- 5) Administers information systems services for all conference agencies.
- 6) Serves as conference statistician.
- 7) Is present when the cabinet considers matters relating to conference administration pertaining to the director's responsibilities.
- 8) Serves as a member of the Leadership Team.
- 9) Serves as an ex-officio member of the Council on Finance and Administration and its personnel and health/pension committees.
- 10) Assists local churches, pastors and staffs with areas related to administration and benefit matters.

c. Occasional functions

- 1) Training of conference and church personnel in related areas.
- 2) Attendance at denominational and other training events related to responsibilities

d. Supervision of staff/volunteers (if any)

- 1) Assistant Director for Office and Conference Services
- 2) Assistant Director for Information Systems
- 3) Benefits assistants
- 4) HR assistant

e. Workplace requirements

Conference office in Indianapolis as the primary location of work

f. Budget accountability

- 1) Conference pension and health benefits
- 2) Conference center
- 3) Trustees
- 4) Human resources
- 5) Capital and property
- 6) Conference wide property insurance

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a) Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c) Disciple who is growing in her/his relationship with Christ and is an active member of a United Methodist Church within the bounds of the conference
- d) Master's degree or equivalent in business, human resources, or systems management
- e) Several years of experience in managing people, projects and property in a similar size organization.
- f) Experience in a religious denomination office or UMC conference a plus.
- g) Proven team building and relational skills

6. Additional comments that may aid in describing the work of this position