

PARISH: **Assumption Parish, Bellingham, WA** TITLE: ***Interim Pastoral Assistant for Administration, Level II***

NAME: REPORTS TO: **Pastor**

DATE: GRADE: **Z2-12**

1 POSITION PURPOSE

Oversees and directs administrative functions for the parish including personnel, finance, technology and facilities. Assures compliance with Archdiocesan policies, and local, state and federal laws/regulations. Oversees activities relating to Stewardship.

2 MAJOR DUTIES AND RESPONSIBILITIES

- A. Directs fundraising activities such as Parish Stewardship, Planned Giving, capital campaigns and archdiocesan campaigns.
- B. Manages the financial resource systems of the parish.
- C. Assures preparation and administration of capital and operating budgets for the parish. Assures accurate and confidential record keeping systems.
- D. Evaluates office equipment and technology and manages the upgrade of or installation of new equipment or systems. Directs the preparation and upkeep of asset inventory.
- E. Directs construction and maintenance functions for the parish, school and other properties. Directs management of all parish facilities and grounds.
- F. Supervises all parish administrative, development and maintenance staff members providing guidance, training, development, and corrective action and dealing with/resolving other employment issues. Trains new employees. Initiates or reviews all terminations.
- G. Manages the Human Resources function and its subfunctions including salary administration, recruiting, employee relations, training and communication.
- H. Serves as staff liaison for Finance Council and Buildings and Grounds Commission.
- I. Provides assistance to the School Principal and School Commission in implementing financial policies of the parish and Archdiocese as they relate to the school.

3 SECONDARY RESPONSIBILITIES

- A. Provides feedback and input on parish personnel matters for the Pastor.
- B. Participates in all staff meetings.
- C. Performs other duties as assigned.
- D. Serves on regional or Archdiocesan Committees.

4 APPROVED:

Employee: _____

Date: _____

Supervisor: _____

Date: _____