

PARISH:

TITLE: *Pastoral Assistant for
Administration Level II*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF 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.

II. ESSENTIAL POSITION DUTIES:

- 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 and school. Assures accurate and confidential record keeping systems.
- D. Evaluates office equipment and technology and manages the up-grade 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 clerical, administrative, development and maintenance staff members providing guidance, training, development, and corrective action and dealing with/resolving other employment issues. Selects and 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 resource person for various consultative groups including Pastoral Council, Finance Council, Stewardship Commission, Maintenance Committee and

Building Committee. Provides annual training to those serving on councils and commissions.

- I. Provides assistance to the School Principal and School Commission in implementing financial policies of the parish as they related to the school and in the development and implementation of the annual budget.
- J. Serves as staff to Finance Council.
- K. Provides feedback and input on parish personnel matters for the Pastor.
- L. Participates in staff meetings.
- M. Performs other duties as assigned.
- N. Serves on regional or Archdiocesan Committees.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____