

Unity Presbyterian Church
Position Description for
DIRECTOR OF OPERATIONS

Overview:

The Director of Operations is responsible for leading and overseeing the facilities, grounds, and technology that support the overall ministry of Unity Presbyterian Church, a historic church with both recent construction and buildings/facilities dating back to 1881. This management position is an exempt position regularly scheduled to work 40-hours per week during Monday through Friday. Occasional weekend hours will be required in support of special projects (like church grounds workdays). The Director of Operations works with the Session (and its ministry teams) and the Senior Pastor / Head of Staff to establish policy guidelines and to carry out decisions related to facilities, grounds, technology, and risk management. The Director of Operations is available for consultation with other ministry teams, workgroups, and special workgroups as required. This position reports to the Senior Pastor / Head of Staff and supervises facility support personnel and related contractors / vendors.

Core Attributes of Position:

The individual occupying this position will be assessed on, at least, an annual basis related to their performance. This position is very interactive and collaborative among pastors, staff, members, and visitors. The spirit of this position is reflected in a positive, supportive, and “can do” attitude in dealing with the pressure of meeting multiple deadlines with no to minimum mistakes. The tools of this position include face-to-face interactions, telephone, email, and other tools of communication and relationship building. The Director of Operations must demonstrate a high level of confidentiality in handling information verbally, electronically, and in print.

Specific Tasks of Position:

1. **Facilities and Grounds Management** – Provides oversight and strategic direction for the maintenance and repair of the buildings and grounds of the church campus. Develops, implements and oversees policies and procedures that ensure all facilities are properly maintained. Encourages future campus planning. Reviews, oversees and negotiates contracts with vendors and service providers such as telephone, copier(s), Internet, IT, etc., as needed. Serve as primary contact with individuals, outside groups, and the Town of Fort Mill who seek to use church facilities. Provides staff support for the Buildings & Grounds Ministry Team.
2. **Information Technology / Technology** – Ensures that church computers, copiers, telephones, Internet, and related technologies provide reliable service to pastors, staff, and ministries teams.
3. **Project Management** – Works with the pastoral team, professional staff, Session, Diaconate, and with ministries team chairs to coordinate various facility needs, projects, and initiatives.
4. **Risk Management** – Proactively mitigates incidents across a range of potential risks. Ensures adequate insurance coverage for all reasonable or identified areas of risk, works with insurance carriers, and provides training and awareness programs in areas of concern. Serves as the

church's response and recovery coordinator. Provides staff support for the Safety Ministry Team in developing and implementing safety and security protocols.

5. **Supervision** – Provides supervision for Facilities Maintenance and Janitorial and Technology staff, and oversight for contractors for services such as janitorial, technology and grounds maintenance
6. **Additional responsibilities** may be assigned by the Senior Pastor / Head of Staff to address immediate and/or long-term initiatives.

Education and Experience:

5+ years of experience with facilities management, supervision of employees, and coordination with vendors.

Skills Requirement:

In addition to the skills indicated by this position description, computer knowledge, proficiency with Microsoft products (Word, Excel, Publisher, Outlook, etc.), Internet, and use of office equipment are required. Ability to lead and enable work teams, including mentoring and developing employees. Strong leadership, project management, conflict management skills, and the ability to use a high level of discretion and judgment in making decisions. Ability to adapt output expectations to changing conditions. Work both independently and/or collaboratively within a team to assess needs and produce results. Establish and maintain positive working relationships. Strong organizational and interpersonal skills. Ability to interpret and analyze complex documents.

Physical Requirements:

Must have hand/eye coordination for use of equipment – telephone, computer, printer, copier, scanner, and other equipment. Be able to walk through and around buildings for maintenance, working with vendors, distribution of materials, etc. as well as across campus. On occasion, climb stairs, bend down, set up tables, and carry items of moderate weight up to 30 pounds.

Approved by Session / Human Resource Ministry Team – September 23, 2024