

**THE PRESBYTERY OF LONG ISLAND**  
**POSITION DESCRIPTION**  
**(Spring 2007)**

**I. Title**

Administrative Associate

**II. Purpose of the Position**

The purpose of the position is to coordinate and conduct the work of the Presbytery office, to work closely with the Executive Presbyter, and provide assistance to the councils and committees as requested by the Executive Presbyter.

**III Accountability**

The person is accountable to the Executive Presbyter, and the position is classified as exempt.

**IV Supervision**

**V.** The Administrator is supervised by the Executive Presbyter who with the Personnel Committee reviews and evaluates work performance.

**VI. Responsibilities:**

1. Coordinate and conduct the work the work of the Presbytery Center and Presbytery office operations providing a hospitable environment in which the presbytery can conduct.
2. Provide secretarial services to the Executive Presbyter, and to the Councils and Committee as requested by the Executive Presbyter.
3. Supervise office volunteers and secretarial staff for program, securing supplemental secretarial services as needed in consultation with the Executive Presbyter.
4. Maintain the master calendar and make room assignments.
5. Assist in preparing presbytery meeting materials and posting on the website.
6. Maintain files and bulletin boards.

7. Handle incoming mail and distribute mail, answer routine mail keeping the Executive Presbytery informed.
8. Maintain mailing lists and related information.
9. Compile directory for the presbytery.
10. Operate office equipment.
11. Receive telephone messages, transfer to voice mail or note telephone messages, E-mail, processing routine matters.
12. Purchase and maintain and inventory of office supplies regularly, consulting with other staff concerning office supply needs.
13. Contact and negotiate repair and maintenance services for office equipment, building repair and grounds care in consultation with the Executive Presbyter.
14. Handle petty cash disbursements in cooperation with the Treasurer or Bookkeeper.
15. Coordinate and oversee the work of the custodian and any handy person that is hired, including supply purchases.
16. Perform other duties as may be assigned by the Executive Presbyter.
17. Manage the web site, coordinate information services and serve as the resource person for computer related problems.

## **VII. Performance Review**

There will be an annual performance review and evaluation of work conducted by the Executive Presbyter and the Personnel Committee.

## **VIII. Terms of Employment and Compensation**

The position of Administrative Associate is a full time position under the personnel policies employed by the Presbytery of Long Island. The Personnel Committee will recommend salary, pension, and other benefits to Shepherding Council on an annual basis.