



## **JOB DESCRIPTION**

### **DIRECTOR OF ADMINISTRATIVE SERVICES**

#### **GENERAL SUMMARY**

Under the direction of the Executive Director, the Director of Administrative Services plans, organizes, manages and oversees activities and operations of the Dumas Wesley Community Center and its programs. This position is responsible for organizational and facility management, new employee orientation, management of information systems, oversight of special projects, and other related work as required.

#### **PRIMARY JOB FUNCTIONS**

The Director of Administrative Services shall:

- Maintain and prepare personnel records including new hire forms, e-verify, W2s, etc
- Track staff time-off via spreadsheet and enter into the staff calendar
- Greet and assist all visitors/door traffic
- Take minutes at weekly staff meeting and distribute to all staff members
- Supervise maintenance and repair projects and safekeeping of facilities keys
- Schedule interviews, background checks, annual evaluations, and benefits enrollment
- Ensure planning, monitoring, and appraisal of employee performance
- Answer phone for all departments located in the main building of Dumas Wesley, and direct those calls to the appropriate staff person and/or take messages, and update phone greeting as needed
- Generate and distribute monthly printer report
- Prepare mail-outs and donor thank you letters, and update donations in Network for Good
- Maintain inventory and office supplies for all programs, including monthly supply trips
- Prepare/update board roster and contact list and notify board members of monthly meetings and other events
- Prepare and deliver deposits to bank, daily, and purchase stamps as needed for office
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Provide clerical assistance for all programs as needed
- Oversee DEI and emergency protocol initiatives, in conjunction with Exec. Director and Associate Exec. Director
- Manage funds received from donations and/or program-related activities
- Monitor the cameras and security systems for safety and compliance purposes

#### **SKILLS**

- Must be able to work as a team member and get along well with fellow employees
- Must be understanding, patient and empathetic to needs of all clients; ability to work with public
- Must be able to work a flexible schedule when situation warrants
- Must be able to respond appropriately in a crisis situation and adapt to diverse environment
- Ability to operate multi-line phone system, fax machine, copier and other office equipment
- Proficient in Excel and Microsoft Office and Publisher

#### **EDUCATION**

- Must have a college degree in a related field. Experience in a non-profit setting is preferred.

Interested candidates may email a cover letter and resume to: [kcarver@dumaswesley.org](mailto:kcarver@dumaswesley.org)