



JOB DESCRIPTION

JOB TITLE: Executive Secretary **DATE:** June 26, 2019
DEPARTMENT: Administration **REPORTS TO:** Executive Committee
CLASSIFICATION: Exempt, Full-Time (SOC11-1011 AF02)

POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team. Engage in the mission of the Administrative Committee to identify, resource, coach, support, protect and hold accountable creative leaders who comprise our network.

Serve as the second-in-command officer of the Conference to assist the president in development and implementation of strategic plans and initiatives as well as to execute administrative policies and keep executive (corporate) records.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Direct preparation and filing of executive documents with external agencies to conform with policy and legal requirements.
3. Serve as the vice-chair of the Executive Committee (ExCom) and Administrative Committee (AdCom) and the executive officers' meetings.
4. Serve as secretary of ExCom, AdCom and Personnel Committee.
5. Serve as chair of the Human Resources Committee.
6. Maintain complete records of the proceedings of all constituency sessions, and to distribute the minutes of these sessions. Ensure that all notices are duly given in accordance with the provision of the bylaws or as required by law. Provide a written report to the delegates of the regular Conference constituency sessions.
7. Serve as an invitee to the Bylaws Committee to manage its work.
8. Consistently apply and follow conference and denominational policies and safeguard the interests of the Conference. Assist in resolving local conflicts in applying biblical and Seventh-day Adventist Church manual principles.
9. Review all the working polices and Conference committees and the bylaws of subsidiary organizations to ensure consistency with the bylaws of the Conference.
10. Coordinate organization of groups, companies and churches.

11. Supervise executive assistant in issuing proper credentials and licenses, and updating denominational yearbook information, vital records, and reports, and other records at the principal office of the Conference.
12. Supervise the work of the Conference clerk with statistical reports, membership records, and the training of local church clerks.
13. Oversee the human resources team to engage employees in the mission, vision and values of the Conference, and departmental procedures and policies.
14. Administer all calls for pastors to serve in or from the Conference.
15. Administer requests for continuing education, sabbatical, and advance degrees of pastors.
16. Assist officers in pastoral ordinations, church dedications groundbreaking, and special events.
17. Work with the officers on disciplinary actions as needed.
18. Comply with policies and procedures of the Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
19. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job successfully, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach, and
- Meet the requirements listed below.

Education and Experience

Undergraduate college degree from a recognized institution and a Master of Divinity degree from a Seventh-day Adventist institution is required. A minimum of ten (10) years of denominational, administrative and leadership experience is required.

Competencies

- Adherence to the ministerial code of ethics
- Strategic-thinking skills.
- Results-oriented in leading and motivating others, and in setting goals.
- High level of emotional and social intelligence.
- Value teamwork.
- High level of accountability.
- Understanding of business and financial aspect.
- Current on relevant aspects affecting the Conference.
- Problem-solving and analytical skills.
- Highly organized; able to prioritize, delegate, and oversee multiple projects and direct reports.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Operational knowledge of the Seventh-day Adventist Church structure and policies.
- Computer literacy in Microsoft Office Suite and Internet search engines.
- Discreet; able to maintain strict confidentiality of privileged information.

Personality Traits

Professional, excellent work ethic, punctual, flexible, tactful, approachable, proactive, dependable, pleasant.

Certificates, Licenses, Registrations

Ordained ministerial credential

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers, handle, or feel; reach with arms; and talk and hear. The employee is occasionally required to climb or balance and stoop or kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.