

**Temple Administrator**  
Job Description

The Temple Administrator directs, administers and coordinates the secular, business and financial activities of the Temple in accordance with the policies, goals, and objectives established by the Board of Directors.

**I. ADMINISTRATIVE SUPPORT**

The Temple Administrator is responsible for the administrative functioning of the Temple, and for all Temple office management. Responsible, either personally or through delegation to support staff, for assuring the performance of the following:

***A. Administration***

- Supervise, train and evaluate clerical and custodial staff.
- Delegate and oversee work.
- Allocate staff workload and workflow
- Oversee timeliness and office staff output.
- Create a process and necessary forms for administrative operation of Temple business.
- Provide administrative support to the Board of Directors including preparation of regular and special reports.
- Draft and distribute an office “Employee Handbook” for each staff member
- Coordinate office volunteers in support of office management.
- Review all Temple correspondence to ensure accuracy and consistency with Temple standards.

***B. Personnel***

- Hire, train, supervise and terminate all nonprofessional office and custodial staff.
- Mediate interoffice conflicts.
- Maintain accurate and confidential personnel files.
- Meet privately with each member of office staff to review and evaluate individual performance.
- Attend regular Senior Staff meetings.
- Serve as Staff member on specific committees as needed for special events and programs.

***C. Record keeping***

- Maintain and update all Temple records accurately and securely. Including but not limited to: deeds, permits, insurance agreements, maintenance contracts.
- Maintain and update accurate and confidential files on all Temple members.
- Review Temple insurance policies annually to ensure adequate coverage.
- Make recommendations for any changes to existing insurance policies to the Board of Directors.

#### ***D. Meetings***

- Attend regular meetings of the Executive Committee, Board of Directors, and Congregation.
- Attend meetings of various committees as needed for special events or programs.
- Attend regular Senior Staff meetings.

#### ***E. Office Equipment***

- Supervise the maintenance of all Temple office equipment.
- Acquire adequate knowledge of the Temple computer system.
- Evaluate, review and update computer system and all other office equipment to ensure optimal efficiency in administrative areas.
- Keep current on technological advancements in office equipment and make purchase/acquisition recommendations to the Board of Directors.

## **II. FACILITIES MANAGEMENT**

The Temple Administrator is responsible for the appearance and operation of Temple buildings, grounds, property and equipment.

#### ***B. Buildings and Grounds***

- Arrange for prompt repair or replacement of Temple property, as necessary.
- Maintain Temple security standards as approved by the Board of Directors.
- Walk site regularly to assess conditions; keep buildings and grounds in proper state of appearance, cleanliness and safety.
- Supervise custodial staff in maintenance, care, repair, and security of physical facility, including religious articles.
- Maintain a list of preferred contractors.
- Authorize minor repairs up to \$1,500.00 and seek authorization from Vice President of Administration and Board for major repairs and modifications in excess of \$1,500.00
- Control access to Temple facilities through the selective distribution of keys and security codes/passwords.

#### ***B. Calendar: Facilities Scheduling and Use***

- Maintain accurate, up-to-date two-year master calendar for all Temple programs and events.
- Schedule all Bar/Bat Mitzvah dates three years in advance.
- Maintain accurate and complete calendar of all Bar/Bat Mitzvah dates.
- Create and maintain needed forms for collecting information to contain in calendar.
- Schedule use of all Temple facilities by members and non-members.

- Disseminate necessary information about facility usage fees, rules and regulations.
- Supervise set-up of facilities.
- Attend and supervise special events (to be determined on an event by event basis).
- Supervise the scheduling of activities.

### ***C. Services***

- Attend religious services and holiday celebrations, as required or requested.
- Provide support for religious services and holiday celebrations.
- Supervise all administrative aspects of the High Holy Day Services.

## **III. MEMBERSHIP**

The Temple Administrator is responsible for promoting Temple membership in conjunction with the membership committee.

### ***A. Current Membership***

- Address members' concerns regarding the Temple.
- Refer or direct members to the appropriate committee, Board member or staff as necessary.
- Attend to members' needs.
- Handle all financial issues of members, including dues relief. Promote image of Temple as caring, courteous, and discreet in this area.
- Maintain accurate files of current membership and resignation information.
- Issue membership reports regularly, or as requested by Board or Clergy.

### ***B. Prospective and New Members***

- Respond to inquiries from all prospective and new members.
- Arrange for private meetings with interested families as requested.
- Attend "new member open houses".
- Prepare and distribute membership packets.
- Help orient and integrate new members to the Temple community.

## **IV. BUDGET AND FINANCE**

The Temple Administrator assists the Finance committee and the Board in maintaining the financial health of the Temple and the administration of Temple finances.

#### ***A. Budgeting***

- Assist the Finance committee in preparing the annual budget.
- Provide necessary information to Committees to guide them in the preparation of their budgets.
- Oversee all expenditures as per budgetary guidelines.
- Communicate regularly with committees and departments about the ongoing status of their respective budgets.
- Prepare financial reports and statements as requested by Board, or Finance Committee.

#### ***B. Income***

- Supervise bookkeeper in billing and collection of membership dues, Religious School tuition, pledges, and all other accounts receivable.
- Assist with collection of membership dues and fees.
- Resolve any member related financial issues in cooperation with the Vice President of Finance.
- Keep records of other income, including gifts, endowments, memorial funds, etc.

#### ***C. Expenses***

- Supervise and approve all expenditures according to budgetary guidelines.
- Review all invoices prior to payment.
- Prepare annual administrative and office budget.
- Prepare a monthly analysis of the Temple's budget.

#### ***D. Purchasing***

- Serve as central purchasing agent for all departments of Temple office.
- Supervise office petty cash fund.
- Purchase equipment and supplies as necessary up to \$1,500.00 and seek authorization from the Vice President of Administration and Board for any purchases in excess of \$1,500.00.

#### ***E. Fundraising***

- Provide staff support for fundraising activities and events.
- Participate in fundraising activities and events as deemed necessary by the Board of Directors.

## **V. COMMUNICATIONS AND PUBLIC RELATIONS**

### ***A. Communications***

- Provide necessary information to staff, committees, volunteers and Board about their areas of responsibility when planning and running events.
- Supervise the coordination of all Temple mailings.
- Promote positive image of Temple among staff and congregants.
- Supervise the editing of all Temple publications, including but not limited to, the bulletin, Friday night announcements, flyers, etc.

### ***B. Public Relations***

- Assist the publicity committee in establishing a media plan and PR strategy for each fiscal year.
- Promote Temple in the community in any manner deemed necessary by the Board of Directors.  
Attend umbrella and/or professional organization meetings, such as UAHC, NATA, PATA, etc.

## **VI. OTHER DUTIES**

Perform other duties as necessary or required by the Board of Directors.