

**PERSONNEL POLICY GUIDELINES FOR FAMILY OF PARISHES  
JOB DESCRIPTION- DIRECTOR OF FACILITIES AND OPERATIONS**

**I. IDENTIFYING INFORMATION**

**Position Title:** DIRECTOR OF FACILITIES AND OPERATIONS  
**Status:** Full-time; Exempt, 12 months  
**Reports to:** Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Facilities and Operations is a key member of the Family Leadership Team (FLT) and reports directly to the pastor. The director is responsible for effective administration and stewardship of the physical and operational resources of the Family of Parishes (Family), supporting the pastor in his governance ministry.

**III. POSITION CONTENT**

**A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Facilities Management Responsibilities

- Oversee the maintenance and needed improvements to all real property of the Family of Parishes.
- Assure the proper supervision of any major construction, improvement or repair, in coordination with the Pastoral Center Facilities Mgmt. Office.
- Assure the timely solicitation and review of bids and quotes and the negotiation of contracts.
- Assures the establishment and proper monitoring of preventative maintenance programs for all Family properties, including repairs, upkeep, and contracts for maintenance
- Assure the establishment of proper property security systems (buildings, keys, files, etc.)
- Creates and updates annually a Capital Expenditure Plan for short, medium and long term. Example may detail one year, five year and ten year plans.

## 2. Personnel Responsibilities

- Supervise other physical and operational staff (e.g. facilities, security, event schedulers and coordinators, etc.) and subcontractors.
- Coordinate with human resource officer for the Family of Parishes, including establishing and maintaining evaluation processes for all direct-reporting staff.

## 3. Financial Responsibilities

- In consultation with Financial Manager, creates and follows annual budget.
- Leads financial analysis of project bidding, approval and contracting processes.
- Acts as liaison between the Family and the archdiocese in matters of Buildings and Grounds.

## 4. Administrative Responsibilities

- Oversees management of booking facilities, keys and electronic entry
- Determines and implements the system(s) for the proper management of the parish office(s).
- Assures the proper coordination of Family property, liability, and workers' compensation insurance within the archdiocesan general insurance program.
- Assures the proper maintenance of all cemetery records if applicable.
- Maintains good working relationships, effective communications between Family communities, various groups, and outside authorities.
- Parish Operations and Facilities Representative at staff meetings, commission meetings, B&G meetings and Parish Council meetings, as necessary
- Consults with and advises the pastor and school principals on facilities and operations matters that affect the Family and schools.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have excellent interpersonal communication skills
- Must have supervisory experience
- Must have good organizational skills
- Must have good facilitation skills
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality
- Must have ability to prioritize and to be flexible

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

Five to ten (5-10) years facilities management experience required; BA in Engineering, Business Management, or related field required. Parish/School or non-profit experience preferred.

**VI. WORKING ENVIRONMENT**

This position may require frequent evenings and/or weekend work and an unpredictable schedule.

Employees of our Family of\_Catholic Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of our Family of\_Catholic Parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**