**JOB DESCRIPTION INTRUCTIONS**

These instructions and blank template are to assist in the development of new or updating current job descriptions. After a draft job description is completed, please send it to SECC HR to be reviewed and finalized as there are legal components to this document. Please remember that Human Resources is here to help, so please do not hesitate to contact us for questions or suggestions. You can reach us at 951-509-2352 or email us at humanresources@seccsda.org.

## Step 1.

**TITLE:** Job Title  **DATE:** Today’s date

**LOCATION:** Work location **REPORT TO:** Title of supervisor, for example Pastor, Principal, Director

**STATUS:** Part time or full time, exempt or non-exempt

## Step 2.

**SUMMARY:**

This section provides a brief overview of the position, such as:

Serves as clerical support for the \_\_\_\_\_\_\_\_\_\_\_\_. Responsible for the (list of duties).

## Step 3.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Please provide a list of essential duties and responsibilities for this position. Include as many as needed.



## Step 4.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability required, physical demands and work environment.

For each section below, indicate necessary skills needed for this position. Suggestions have been provided but please feel free to customize as needed.

**Education and/or Experience**

* No prior experience or training.
* Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.
* High school diploma or general education degree (G.E.D.); or one to three months related experience and/or training is desired; or equivalent combination of education and experience.
* One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
* Associate degree (A.A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.
* Bachelor’s degree (B.A.) in \_\_\_\_\_\_\_\_\_\_\_\_\_ from a four-year college or university; or three years related experience and/or training is desired; or equivalent combination of education and experience. Experience in \_\_\_ practice and instruction is essential.
* Master’s degree (M.A.) or equivalent; of four to ten years related experience and/or training; or equivalent combination of education and experience.
* Doctoral degree (Ph.D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

* Ability to effectively communicate instructions pertaining to standard procedures and practices.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Ability to skillfully communication and direct in all aspects of music to assemble, direct and lead a group or one-on-one.
* Ability to present information and respond to questions from groups or committees, pastors, teachers, employees, managers, constituents’ managers, clients, customers, and the public.
* Ability to respond effectively to the most sensitive inquires or complaints.
* Ability to make effective and persuasive sermons and presentations to church congregations, church leaders, public groups, and/or boards.
* Ability to read, analyze, interpret general business periodicals, and generate correspondence, employee handbooks procedure manuals, professional journals, church policies, governmental regulations, technical procedures, write reports or general correspondence, effectively present information and respond to questions from teachers/administrators/students.
* Ability to deal with problems involving several concrete variables in standardized situation.
* Ability to write read and comprehend simple instructions, short correspondence, and memos.
* Ability to write simple correspondence.
* Ability to write reports, business correspondence, and procedure manuals.
* Ability to write sermons and articles using original or innovative techniques or style.
* Ability to speak Spanish a plus but is not required.
* Ability to speak clearly and persuasively in positive or negative situations; acknowledges and listens to others; The ability to responds well to questions; Demonstrates group presentation skills; Ability to chair high level meetings.
* Ability to write clearly and informatively; Ability to write articles for various publications.

**Mathematical Skills**

* Basic math skills are required.
* General math skills such as addition, subtraction, multiplication, division, and percentages.
* Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
* Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
* Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability**

* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
* Ability to deal with problems involving several concrete variables in standardized situations.

**Licenses**

* No specific abilities required.
* Valid California driver’s license is required.
* Food handler’s certificate.
* Qualification to hold a Ministerial Credential.

**Computer Skills**

* No specific abilities required.
* Requires a high level of competency in knowledge of Word Processing software, Spreadsheet software, accounting software and familiarity of payroll software.
* To include e-mail, word processing, spreadsheet, database, and presentation software.
* Working knowledge of computer applications required for responsibilities.
* To perform this job successfully, an individual should have knowledge of QuickBooks Accounting software, Spreadsheet software, and Word Processing software.

**Other Skills and Abilities**

* Ability to use word processing programs such as Microsoft Word, WordPerfect and Excel and data entry programs. Typing speed of 50 WPM is required**.** Must possess listening and Communication skills. Must possess adaptability and creative responses to setbacks and obstacles. Must have personal management, and motivation to work toward goals. Group and interpersonal effectiveness, cooperativeness and teamwork, skills at negotiating disagreements. Regular attendance required. Must possess the ability to become competent in areas of responsibility.
* Group and interpersonal effectiveness, cooperativeness and teamwork, skills at negotiating disagreements. Regular attendance required. Must possess the ability to become competent in areas of responsibility.
* Be an SDA church member and be motivated toward the objective of serving humanity. Use judgment and discretion within ACTS Meals on Wheels program policies.
* Demonstrated spiritual commitment. Demonstrated leadership skills. Ability to perform the sacraments of the church. Must have counseling skills, the ability to provide spiritual guidance, the ability to relate to diverse groups of people (cultural; gender; age; etc.) and be confidential. Ability to be a team player and work in a teamwork environment. Regular attendance required.
* Ability to work independently and maintain confidences. Must be organized and detailed. Must possess skills in working with culturally and ethnically diverse groups. Listening and Communication skills. Must possess adaptability and creative responses to setbacks and obstacles. Must have personal management, and motivation to work toward goals. Group and interpersonal effectiveness, cooperativeness and teamwork, skills at negotiating disagreements. Regular attendance required. Must have an ability to read music. Have previous experience directing a choir or musical group.
* Regular attendance required. Ability to read content labels for cleaning products.
* **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
* **Diversity** - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
* **Interpersonal Skills** - Focuses on solving conflict; Maintains highest level of confidentiality; Listens to others and acknowledges their thoughts and ideas.
* **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform the work of the Southeastern California Conference to the best of their ability and with dedication. Gives appropriate recognition to others.
* **Cost Consciousness** – Ability to understand and works within an approved budget; Develops and implements cost saving measures; Conserves organizational resources.
* **Competencies:**
* To perform the job successfully, an individual should demonstrate the following competencies:
* **Analytical** - Develops systems to work through the complex challenges of church administration.
* **Problem Solving** - Identifies problems and addresses issues in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
* **Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* **Ethics** – Follows the Statement of Ethical Foundations of the Seventh-day Adventist Church, including the Mission Statement of Southeastern California Conference. Adheres to the values of the Seventh-day Adventist Church and upholds and demonstrates the ethical responsibilities as an employer, employee, and corporate citizen of the conference.

**Physical Demands**/**Work Environment**

* While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and fingers to handle or feel; reach with arms; and talk and hear.
* The employee is occasionally required to kneel. The employee will 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.
* Salaried position requires working necessary hours to timely complete tasks assigned. This position requires travel to attend various meetings within the Conference, Union, and Division and conditions of travel may be difficult.
* The noise level in the work environment is usually moderate.
* The work environment is usually indoors.
* Employee will be required to do the following for prolonged or significant periods: 1) sit; 2) stand; 3) traverse stairs; 4) reach with hands and arms and occasionally required kneel, to lift more than 10 lbs. Overtime may be required, travel may be required, and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

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