

JOB DESCRIPTION

JOB TITLE: Director, Administration

JOB SUMMARY

Responsible for all administration aspects of the association headquarters, staffing, facilities, telecommunications, database management, fulfillment, purchasing, shipping/receiving, etc. Budget development and implementation and management of Administration Division, Support Services Department and Employment Services Department. Strategic Planning Management Team member in conjunction with the Board of Directors. Development of business plans and operational plans annually tied to the association strategic plan and the annual budget.

Directs the Human Resource/Personnel function of the association including employee policy handbook, performance appraisal, grievance procedures, discipline, policy and procedure development and implementation of same, benefits administration, payroll, position posting, screening and interviewing all candidates, temporary staffing requirements, etc.

Liaison to the Board of Directors including attendance at all Board meetings, taking the official minutes of the Board meetings, agenda development, Board motion log and manual, etc. Liaison to all Board Administrative committees, including Nominating, Awards, Human Resources, and Executive. Liaison to the Employment Services committee through the Employment Services Department.

Responsible for facilities management, fulfillment, shipping/receiving, mailroom, inventory control, on-site and off-site storage, purchasing and telecommunications system.

TASK DESCRIPTION

ADMINISTRATION

1. Facilities management
2. Shipping, receiving and fulfillment
3. Inventory control
4. Support Services Department
5. Employment Services Department
6. Board of Directors including election process, new board orientation, board meeting attendance and taking of official minutes
7. Liaison to association attorney for legal aspects of association administration
8. Budget development and management
9. Staff and member travel
10. Confidential records of the association

HUMAN RESOURCES

1. Development of corporate policies and procedures and oversee implementation of same
2. Salary administration and benefit programs
3. Payroll
4. Personnel records/documentation

5. Position posting, screening and interviewing candidates
6. New hire orientation program; exit interview program
7. Employee programs and activities

BOARD OF DIRECTORS

Liaison to Board of Directors including attending all Board meetings, taking official minutes of same, contract/arrange for hotels, meeting space, meals, travel, etc. Prepare official Officer/Director ballot, bylaw change ballot, liaison to Committee for verification of ballot results. Responsible for arrangements for Annual Business Meeting, international dignitaries, international representatives to annual meeting, etc.

EDUCATION/KNOWLEDGE

College Degree in Business Administration or related field with minimum 5 to 7 years experience.

SUPERVISION

Under administrative direction. Establishes own standard of performance within overall policy or budgetary limits and with direct accountability for final results. Virtually self-supervising.