

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: Secretary to the Metropolitan/Executive Administrator

NUMBER: 0629

REPORTS TO: Metropolitan, in collaboration with OCA officers

EXEMPT

Level 6

June 16, 2012

Job Summary

Serves as the personal secretary to the Metropolitan with responsibility for all matters of correspondence to and from the Office of the Metropolitan including logging in of mail and preparing responses for review to both postal and electronic correspondence, drafting of letters, scheduling and calendar maintenance, and follow-up work to Primatial visits. Serves the Chancery office as an accounts receivable specialist and a general clerical/executive administrator.

Supervisory and Job Controls: The Metropolitan, in collaboration with the Chancellor, Secretary and Treasurer, oversees the work of the executive administrator, sets tasks and desired results, and discusses anticipated unusual problems. The executive administrator refers deviations from Church policy to the Metropolitan before taking action. The Metropolitan, in conjunction with the Officers, review work for soundness of judgment and conclusions, overall technical adequacy and conformance with policy.

Major Duties

1. Assists Metropolitan in maintaining the Office of the Metropolitan. This includes maintaining calendar, dissemination of incoming and outgoing mail communication (electronic and postal), recording and responding to messages. Ensures that Chancellor and all appropriate personnel are informed of correspondence, activities and general office duties. Seeks advice of Chancellor (and other officers as necessary) on all Primatial correspondence and scheduling. Informs the Holy Synod and communications team weekly of the Metropolitan's schedule and proposed future events.
2. Prepares or facilitates the preparation of Archpastoral letters for major feast days and events.
3. Prepares and sends follow-up communications after parish visits and other meetings at which the Metropolitan is in attendance.
4. Prepares or facilitates preparation of articles on parish visits for OCA website together with appropriate photo galleries.
5. Maintains the following databases: Patronal Feasts for Heads of Autocephalous/Autonomous Churches, important dates of consecration, major saints and major events within the Autocephalous/Autonomous Churches, Patronal Feasts for all OCA Hierarchs, Patronal Feasts for all hierarchs of the Episcopal Assembly, heads of churches/confessions represented at the NCC and other Faith traditions.
6. Prepares Archpastoral Greetings for Patronal Feasts and anniversaries of consecration/enthronement of brother hierarchs, and other major occasions in the life of Autocephalous/Autonomous Churches.

7. As the Chancery accounts receivable specialist, receives and processes a variety of money instruments (cash, checks, money orders, credit card contributions, etc.); determines propriety of each instrument; enters it into the financial database, and creates or adds new records as necessary. Uses specialized software to enter financial data and extract reports. Stamps checks for deposit, prints thank-you letters with receipts, and arranges for review, signature, and dispatch. Prepares and mails statements and reminders, including statements for mission, seminary, and charity appeals. Assists other personnel with budget preparation, reports, and other documentation.

8. Performs an array of clerical/administrative tasks, including computer input, typing of correspondence and other material; filing correspondence and other documents; proof-reading outgoing correspondence; writing correspondence; assisting the financial assistant, and administrative assistant to the Metropolitan and Chancellor; coordinating service on copy, mail, and fax machines; maintaining supplies for office equipment; recording statistics, etc.

9. As required, serves the Chancery as by greeting visitors, determining the nature of their business, referring them to the appropriate official, and directing or escorting them to their destination within the Chancery. Receives and refers telephone calls. Answers routine questions about the Chancery, its personnel, times of scheduled events, etc. Maintains directories.

10. Other duties as assigned.

Job Requirements

1. Proven ability to work confidentially as an executive secretary and accounts receivable specialist.
2. Thorough knowledge of the structure, traditions, and key personnel of the Church.
3. Ability to express and present information, ideas, and conclusions clearly, concisely, and forcefully both orally and in writing.
4. Proven ability to work effectively as a team member.
5. Basic knowledge of accounting and budget procedures in accounts receivable and budgetary assistance work.
6. Ability to work accurately with figures and to reconcile differences and discrepancies.
7. Knowledge of the various steps and procedures related to financial support functions.
8. Typing and basic computer skills.
9. Knowledge of one or more financial databases associated with financial assistance functions

Personal Relations

Interacts with a wide range of clergy, hierarchs, and laity and must have excellent organizational and managerial skills. Must be able to manage multiple tasks and communicate effectively with all levels of Church organizations and personnel.

Signature & Date

This job description accurately describes the duties and responsibilities of the position of Secretary to the Metropolitan/Executive Administrator