

Northern California Conference
Job Description

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| Date: | January 2023 | Title: | Administrator |
| Location: | Napa Valley Adventist Retirement Estates | Wage/Salary: | \$5,374 |
| Status: | Full-time/ Salary | ERI Category: | 18 |
| Reports to: | NVARE Board | FLSA Status: | Exempt |

Summary: The Administrator is responsible for the smooth operation of the Estates in all departments.

Essential Duties and Responsibilities:

1. Makes the yearly budget. Monitors spending to stay within the budget.
2. Determines yearly rental rates for facility.
3. Reviews employee wages yearly.
4. Oversees monthly cash and check deposits.
5. Reviews and signs off on payroll twice a month.
6. Responsible for resident and employee disciplinary actions if needed.
7. Bus driver as needed.
8. Participates in hosting vespers/worships/meetings as needed.
9. Conducts Board meetings, Resident Town Hall meetings, and staff meetings.
10. Coordinates grounds and building maintenance departments have everything they need to perform duties and equipment is in working condition. Helps and assists as needed.
11. When scheduled for duty:
 - a. Opens and closes facility.
 - b. Helps in dining Room.
 - c. Vacuum and steam clean carpets
12. Schedules Fire Drills for facility.
13. Responds to emergency calls.
14. Addresses safety issues.
15. Gives tours and provides information of facility to prospective residents.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate "need to know" and/or proper authorization. The employee must follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability, and physical requirements necessary to perform the job.

Education and/or Experience

A Bachelor of Arts or Bachelor of Science degree and two years' experience are desired. (Another equivalent combination of education and experience may be substituted.)

Language Skills

Must be able to read and write functional English. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquiries or complaints.

Mathematical Skills

Must be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to read charts and graphs.

Computer Skills

Must be proficient in Microsoft Office Suite (Word, Excel, Outlook). Must possess computer literacy for internet research and knowledge of applicable programs and software.

Reasoning Ability

Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

None required. (Must be a member of the Seventh-day Adventist Church, in regular standing.)

Other Skills and Abilities

Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must have good written and verbal communication skills, as well as the ability to listen carefully. Must possess adaptability and

demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Regular attendance is required.

Physical Demands

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment is usually a home setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner. Work area is well lighted and ventilated.

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