

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Executive Secretary	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Administration	Part Time _____	Exempt <u>X</u>
Reports To: Executive Committee	Intern _____	Nonexempt _____

POSITION SUMMARY:

The Executive Secretary works under the direction of the Executive Committee and acts as its vice-chairman. It is the duty of the Executive Secretary to keep official records of the Southern Union Conference Constituency meetings, Administrative Committee meetings, and the Executive Committee meetings; to collect such data as may be desired by the President or by the Executive Committee. Gives support to the local conference Executive Secretary's within the Union territory.

SCOPE OF RESPONSIBILITY:

- In the Southern Union, the duties shall be Secretary of the union conference; Secretary of the association.
- Member of the following boards: Southern Adventist University (also vice-chair of the board), Florida Hospital and Adventist Health System Boards, Oakwood University, and any other boards or committees to which he may be elected and it seems advisable;
- Member of the following committees: Southern Union Conference Executive Committee, Southern Union Association, Publishing, Education, Union Departmental Council, chairman of SU Constitution and By-Laws Committee, member of eight conference Constitution and By-Laws committees, and vice-chair of all eight conference sessions.
- Attend local conference committee meetings on alternate basis with other officers, institutional board meetings, local conference annual audits, and all conference and institutional constituency meetings.
- Prepare, in council with the President and Treasurer, union executive committee agendas; coordinate union Conciliation Panel; keep in contact with Secretariat of North American Division.
- Responsible for issuance of credentials and licenses, service records of union employees, filing and preserving permanent minutes, YEARBOOK material and information, Statistical Report for the union, processing ministerial internship and retirement applications, and issuing emeritus credentials.
- Accept speaking appointments in churches, workers' meetings, camp meetings, etc.; be available for special assignments requested by the President in and out of the union territory.
- Perform other duties as usually pertain to the Executive Secretary's office.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree with M.Div.
- Ordained SDA minister
- Administrative experience with local conference and/or North American Division or General Conference background.

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours