

SAMPLE JOB DESCRIPTION TEMPLATE¹
for the Diocese of _____
as of <insert date description was created or last updated>

TITLE: NAME THAT JOB

DEPARTMENT: <insert where position appears in the Diocesan Organizational Chart>

LOCATION: <insert primary job/office site>

PURPOSE OF THIS POSITION

< Insert 2 to 5 sentences describing why this position exists within the diocesan structure; a starter framework follows. >

The <Job title> serves as the _____ for the Diocese and is responsible for the oversight of _____ activities of the Diocese. Also leads implementation of related best practices in diocesan institutions (parishes, Catholic schools, etc).

RESPONSIBILITIES and ASSOCIATED TASKS

Other responsibilities and tasks may be assigned for the good of co-workers and the mission of the diocese

Primary [Approximate Time Allocation]

< Identify 4 to 7 areas of key responsibilities with 2-4 major subtasks each, See related "CHART OF SPECIALIZED COMPETENCIES" for ideas. These are to describe *what* is done in this job, not *how*.>

Administrative Leadership and Management [35%]

- _____ to _____
(Action Verb) (Object of the Action) (Purpose of Action/Desired Outcome)
- Propose and administer department budget within established procedures, including accurate financial reporting by and to department staff
- Supervise and provide work direction to the staff of _____

Constituent Relations [25%]

- Communicate a vision of high-quality, accessible, and relevant service in the area of _____ <job focus>
- Respond to _____ <job focus>-related requests and issues that arise from the parishes, diocesan offices, and other entities as delegated by the bishop.
- Participates in committees and commissions as assigned
- Participate in professional associations and conferences, especially _____ <job-related organization> to expand knowledge of national and international issues influencing the Church and to develop a network of useful contacts

Strategy [25%]

- Advise bishop, moderator of the curia, and other senior diocesan leaders of developments in _____ <job focus> to identify potential opportunities for the diocese, mitigate risks and, manage the impact on operational and mission effectiveness in a cost effective manner..

Key Area 4 [15%]

- Major Task

The above duties are considered essential to this position.

¹ Job descriptions are generally considered legal documents. It is recommended that *prior* to using any position description that it be reviewed by an attorney familiar with federal, state, and local employment law as well as diocesan policies and, whenever possible, a human resources professional familiar with employment practices within the Catholic Church.

General

- o Practice of the Catholic faith is (*check one*) __required __recommended__preferred. Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.
- o Continue professional development to enhance job performance and/or organizational goals as identified through regular supervision and annual job reviews.

PRIMARY WORKING RELATIONSHIPS

- o Vicar General/Moderator of the Curia
- o Other Department Directors
- o Pastors and other parish leadership
- o

PRIMARY COMMITTEE ASSIGNMENTS

- o Personnel Policy Committee
- o

AUTHORITY

IMMEDIATE SUPERVISOR: < Job title for supervisor >

REPORTS TO: **Bishop and** < Job title(s) for position provide work direction to this job holder >

SUPERVISORY RESPONSIBILITIES FOR: < List all position titles or the total # of employees/volunteers supervised in given office >

DECISION-MAKING: <Identify boundaries of autonomy in making operational, financial, and managerial decisions; a starter framework follows. > Hiring and disciplinary actions decisions for staff under her/his immediate supervision in line with established policies and in consultation with the Moderator of the Curia; Authorizing expenditures of less than \$__ in keeping with approved budget; Day to day operational decisions to further the agreed upon goals for the office and mission of the diocese.

QUALIFICATIONS

Experience: __ to __ years of experience in __ ; multiple professional responsibilities in leadership positions within a large, complex organization, preferably the Catholic Church

Education: __ degree in __ <desired major(s)> or related field; advanced degree preferred

Licenses/Certifications:

Skills/Knowledge:

< Identify specific knowledge, qualities and skills (mental, physical, language, computational, technical, relational, etc) important for fulfilling the purpose of this position. Indicate those that are required or desirable. Start list provided below >

- o Advanced knowledge of _____.
- o Working knowledge of relevant Canon and civil law
- o Familiarity with diocesan structures and/or leadership within a multi-faceted non-profit organization
- o Demonstrates administrative and supervisory skills to work in a senior management position
- o Possesses a high degree of flexibility in order to achieve objectives and meet demands
- o Exhibits excellent written, verbal and public speaking skills
- o Exhibits excellent strategic planning and organizational skills
- o Has proficiency with information technology, including <specify software used in position>
- o Has the ability to maintain confidential information
- o Highly developed interpersonal skills
- o Able to communicate clearly and persuasively

- o Demonstrated sensitivity to a multicultural church
- o Ability to maintain confidentiality
- o Multi-lingual/bi-lingual is desirable

Other: Satisfactory background check and training in compliance with *The Charter for the Protection of Children and Young People* (USCCB) and related diocesan requirements.

WORKING CONDITIONS

FLSA Status *(check one)*

Exempt Non-exempt

ELIGIBILITY FOR BENEFITS *(check one)*

All Some None

FULL-TIME/PART-TIME *(check one)*:

Full-time Part-time

HOURS PER WEEK: 40+

Office Hours: __ a.m. – __ p.m., Monday – Friday, occasional extra hours beyond the normal work day

OTHER

TRAVEL

- | | |
|--|---|
| <ul style="list-style-type: none"> o Be present, ready to work and on time for all scheduled hours as well as the flexibility to work early mornings, late evenings and weekends o Periods of high volume work | <ul style="list-style-type: none"> o Regular travel throughout the Diocese is required, as well as occasional travel outside of the diocese o Ability to provide for own local travel |
|--|---|

SIGNATURES and APPROVALS

I have reviewed this position description and agree that it is an accurate representation of the responsibilities and duties performed in this position.

Incumbent's Signature

Date

Supervisor's Signature

Date

Human Resources/Personnel Director

Date

DISCLAIMER

The above describes the general nature and level of work assigned to this position and is not an exhaustive list. More detailed listings of duties inherent in this position may be outlined in supplemental documents (e.g. procedures).