Building Administrator Job Description

___________ Community Association is currently seeking to fill the position of Building Administrator, effective September 1, __ __ __. Training would begin in August. Interested individuals are invited to submit resumes, to be directed to ______ __________, and received by March 31, 2001. Resumes may be submitted to the _______ Community Association Office.

GENERAL RESPONSIBILITIES
The position of Building Administrator involves overseeing all aspects of Community Centre operations. The Building Administrator is responsible for implementation of the policies of the Board of Directors of the ______Community Association.

REPORTING
The Building Administrator is answerable to the ______ Community Association Board of Directors, and reports directly to the Chairperson of the Building Administration Committee.

HOURS OF WORK
The community office of the Centre is to be staffed between the hours of 10:00 a.m. and 4:00 p.m., Monday to Friday, except statutory holidays, from September to June, by the Building Administrator(s). During July and August, staffing by Building Administrator is on an as needed basis.

Probation period will run for first three months of employment. Following this period, performance will be reviewed, specific details of duties regarding job share arrangements will be defined, and employment will be confirmed if performance has been acceptable.

RATE OF PAY
Starting hourly wage will range between _____ and _____, dependant upon qualifications, and division of duties (as in a job share arrangement). These rates will be subject to review following the probationary period.

POLITICAL ACTIVITIES WITHIN THE COMMUNITY
To ensure that there is no apparent or actual conflict of interest, the Building Administrator can not be a voting member of the _____Community Association Board of Directors. Membership on committees of the Board of Directors will be acceptable, but the Building Administrator will not hold the chairmanship of such committee.

SPECIFIC RESPONSIBILITIES
Specific responsibilities include, but are not limited to:
- Represent and promote the ___CA on behalf of the Board of Directors and other ___CA groups, and ensure that procedures followed in the operation of the Centre conform to policies put in place by the Board of Directors.
- Co-ordinate day to day maintenance of the Centre, including cleaning, purchasing of supplies, arranging for maintenance and repairs of systems, building and equipment, and scheduling of required inspections.
- Maintaining records of building and Board activities.
- Write contracts with all facility user groups, and deal with any concerns arising from their use of the facility.
- Act as liaison with ______School with regards to Joint use issues.
- All accounting functions, including invoicing, receivables, payables, payroll, Government remittances, and reconciling accounts. Also includes preparation of reports for the Treasurer, and working with the Finance committee in development of annual budget. Preparation of financial records for annual audit.
- Employ and supervise staff. Ensure adherence to Labour standards. Includes staff training and evaluations.
- Development and marketing of programs.

SPECIFIC SKILLS
The following attributes / skills are highly desirable in a candidate who would be successful and happy in this job:
- Strong abilities in team building and leadership
- Because there is often a lot of activity in the building, the ability to multi-task effectively is essential.
- An understanding of accounting procedures, or an interest in learning
- Some familiarity with Windows and Microsoft Office software
- Good problem solving skills