

# EUGENE SCIENCE CENTER POSITION DESCRIPTION

## Administrative Director

(01.29.2025)

**SUPERVISOR:** Executive Director

### MAIN FUNCTION

The Administrative Director is a member of the Eugene Science Center's management team and serves two distinct functions for the organization. First, this position helps to ensure sound fiscal management by overseeing the areas of business and finance. Second, this position ensures implementation of human resource policies and procedures, oversees staff benefits, and supports overall staff development.

### DUTIES AND RESPONSIBILITIES

#### **Financial Management (45%)**

**Business Management** – Oversees general business management of Eugene Science Center, including: payroll; insurance; coordinating with and monitoring the work of its bookkeeper; preparing invoices for payment; processing and monitoring credit card activity; and oversight of general ledgers and accounts. Reconciles daily sales revenue and prepares bank deposits.

**Budgeting and Planning** – Drives annual budgeting process; integrates annual unrestricted operating budget with restricted projects, grants, and salaries.

**Budget Monitoring and Reporting** – Tracks income and expenses for science center's operations, grants, and capital projects.

**Audit Coordination and Support** – Prepares required materials and oversees audit if/when required; serves as liaison with external auditor.

**Fund Management** – Implements savings and investment strategies as directed by the Finance Committee.

**Campaign Planning Support** – Assists capital campaigns by providing support in developing and tracking campaign budgets, and strategic planning.

**Staff Liaison** - Serves as staff liaison for the Finance Committee; attends monthly Finance Committee meetings as well as monthly board meetings.

## **Human Resources (35%)**

**Benefits Administration** – Oversees enrollment in health and retirement plans; assists with insurance processing, workers' compensation, other insurance claims; implements and oversees tracking for other benefits including, but not limited to, holiday, vacation, and sick leave.

**General HR Support** – Supports managers in hiring, employee relations, and termination processes; co-coordinates new staff orientations; ensures implementation of HR policies and procedures; updates Eugene Science Center Staff Handbook as needed; communicates changes in employment law with managers and staff; assists in staff recognition; helps to coordinate cross-departmental staff training and professional development.

**Record-keeping and Reporting** – Maintains personnel records for staff; ensures compliance with all official employment forms; develops and maintains a system to ensure appropriate documentation and records exist for recruiting and hiring of staff.

**Volunteer Coordination** – Manages volunteer program to ensure best practices in volunteer recruitment and management, including intake, assignment, training, evaluation, and recognition.

## **Personnel Management and Other Administrative Duties (20%)**

**Supervision** – Coordinates work and serves as liaison with bookkeeper, payroll, and federal tax document preparator.

**General Office Management** - Oversees mail collection and distribution, office supply ordering, and office equipment maintenance.

**Other** – Assists the Executive Director in other work, as assigned.

## **EXPERIENCE AND SKILLS**

Must have a passion for Eugene Science Center, and its mission and vision

Four-year college degree required; MBA with concentration in non-profit finance and/or human resources preferred

3+ years of non-profit finance and/or business experience required (including: budget development, tracking and reporting; payroll oversight; oversight of accounts payables/receivables and investments)

1+ years general human resources or equivalent experience required (including: benefits administration; hiring and training staff; implementing human resources policies and procedures); SHRM membership preferred

Experience supervising professional staff preferred

Excellent written and oral communication skills required, with special care given to interpersonal communication, timeliness, and the ability to handle sensitive information appropriately

Strong computer skills required (Microsoft Office - Word, Excel, PowerPoint), accounting software (QuickBooks), internet and email applications; advanced IT skills welcomed

Must be able to interpret and develop clear, concise, and accurate financial reports

Must be adept at developing and implementing systems (especially for organizing work, time, and physical workspace)

Excellent attention to detail required, particularly as it pertains to budgets, figures, deadlines, and policies

Must exhibit sound judgment, maturity, the ability to make good decisions and handle confidential information appropriately, while holding high ethical standards for self, work, and others

Must be collaborative, helpful, team-oriented, flexible and willing to learn new things

Must be able to work amid frequent interruptions

Experience working with federal funding agencies in the area of grant administration preferred

## **WORKING CONDITIONS**

Fast-paced, non-profit, hands-on science center environment. Must be able to have the flexibility to also work occasional alternate days, holidays, and evenings. Must be able to work on many projects simultaneously despite frequent interruptions. Must work well in both an individual and team setting. Must be able to lift and move furniture and boxes of supplies.

## **TIME COMMITMENT**

Full time (40 hr/wk) exempt position. Weekend, holiday, and occasional evening work required.

## **SALARY AND BENEFITS**

Salary range is \$48,000 - \$51,000 with a starting salary based on experience and qualifications. Full Eugene Science Center benefits provided (Vacation, Sick, and Holiday Leave; Health Insurance including dental and vision).

***Eugene Science Center is an Equal Opportunity Employer***