

POSITION DESCRIPTION:

Position Title: **Office Manager,
Office of the Vicar for Clergy**
Office of the Vicar General and Retired Auxiliary Bishops
(Office of the Auxiliary Bishop(s), when actively assigned here)

- I. **Identifying Information:** Status is full-time, exempt
- II. **Purpose of the Position:** To support the work of the Vicar for Clergy and others listed above by interacting effectively on their behalf on the phone, and in written and direct communications.
- III. **Reports to:** Father Andrew P. Spyrow, Vicar for Clergy
Father Thomas Martin, Associate Vicar for Clergy
Father Stephen H. Howell, Vicar General
Fr. Gregory Heidenblut, Director of Ongoing Formation
Bishop Ignatius C. Wang, Auxiliary Bishop emeritus
Bishop William J. Justice, Auxiliary Bishop emeritus
(and Auxiliary Bishops as appointed)
- IV. **Position Content:**
- A. Attentive to day-to-day issues in the Vicar for Clergy Office:**
- 20% (1) Taking direction from and interacting with the Vicar for Clergy;
- 20% (2) Independently and collaboratively undertaking confidential Priest Personnel Board and other Vicar for Clergy work as directed;
- (3) Directing and interacting with others;
- 45% (a) Responding to and initiating calls, emails, letters, reports to and from chancery employees, clergy and the public;
- 5% (b) Overseeing calendaring appointments;
- 5% (c) Overseeing check request process; interacting with Finance Department staff;
- 5% (d) Overseeing and involved in database reports.
- B. Involves monthly and longer-term work in the Office:**
- (1) Responsible for workflow through the Office and establishing protocols for improving efficiency and effectiveness;
- (2) Responsible for delegating and training staff, keeping up morale and offering constructive criticism as necessary;
- (3) Responsible for preparation of materials and elections for Priest Personnel Board meetings and Retirement Board Committee, as overseen by the Vicar for Clergy;
- (4) Responsible for monthly pension and reports to Pension group for retired priests;
- (5) Responsible for guiding process as priests switch to Medicare and other retirement transitions;
- (6) Responsible for processing financial support and care needs of retired priests;

- (7) Responsible for providing retired priests medical card with current insurance information;
- (8) Responsible for MFI notices to Payroll, HR, & Finance Offices as priests change assignments;
- (9) Responsible for benefit changes for priests in RetaTrust system;
- (10) Responsible for overseeing clergy evaluations;
- (11) Responsible for preparation of announcements of clergy changes;
- (12) Responsible for preparation of clergy appointment letters;
- (13) Responsible for overseeing the maintenance and update of the Access Clergy database;
- (14) Responsible for providing direction on immigration applications and issues;
- (15) Responsible for *Letters of Good Standing* for priests moving between dioceses.
- (16) Responsible for reviewing *Letters of Good Standing* for Visiting priests ministering within our boundaries.
- (17) Responsible for providing direction of the Compliance (VIRTUS, fingerprinting) for priests in preparation for the annual audit;
- (18) Responsible for providing direction for design and creation of Celebret cards;
- (19) Responsible for all check approvals through Intacct;
- (20) Responsible for approval of all Wells Fargo charges for VC department heads;
- (21) Responsible for timecard approvals through ADP;
- (22) Responsible for overseeing sfparishconnect.com website updates and changes

C. Available to Directors (and their staffs) reporting to the Vicar for Clergy;

- (1) For day-to-day issues and support when needed;
- (2) For annual budgeting process and monthly overview.
- (3) Sending communication from other departments to our priests

V. Job Skills

Good listening skills; good written and verbal communication skills; ability to understand priest personnel issues; ability to process confidential matters appropriately and express opinions when asked; ability to be effective behind the scenes in support of the Vicar for Clergy; ability to resolve problems as directed; ability to reconcile conflicted callers while providing solutions; ability to accept responsibility for outcomes; ability to arrive on time and maintain a positive staff outlook; ability to be available to staff with sensitivity to their concerns, ability to manage time efficiently, multitask, and interest in helping them develop to the fullest extent as coworkers.

VI. Working Relationships

Ability to maintain positive relationships with members of the Chancery, and with clergy.

To Apply: Please submit application, resume, and cover to:

Christine Escobar
 Archdiocese of San Francisco
 1 Peter Yorke Way, San Francisco, CA 94109
escobarc@sfarch.org

*** Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.