



Position: Director of Administration

Location: Kendalia, TX (4-5 days/wk.) and San Antonio, TX (as needed)

Job Type: Full Time, Salary, Exempt

Schedule: Monday through Friday

Website: [www.wildlife-rescue.org](http://www.wildlife-rescue.org)

Description: The Director of Administration role is to oversee the day-to-day management of most administrative aspects of the organization, i.e., business operations, IT, human resources, etc.. This position collaborates closely with all departments at WRR and reports directly to the Executive Director.

### **Administration**

- Hire and supervise IT services and ensure that WRR makes effective use of relevant technologies. In conjunction with the contracted IT provider, ensures proper functioning of the organization's technology, i.e., maintenance, updating information systems and infrastructure, including hardware and software
- In conjunction with managers and directors, develop, enforce, and revise appropriate manuals, protocols, policies and procedures
- Ensure that all WRR vendors provide competent services and satisfactory products
- Manages all WRR contracts, entering into and monitoring contractual services as needed
- Oversees Administrative Support Specialist management of payroll, including timely processing payroll through Execupay and verification of all staff work hours, in addition to updating records to include payroll deductions and benefit changes
- In conjunction with the Director of Finance, prepares documents needed for yearly audit
- Organizes and executes recurring reports and internal/external audits needed for insurance, workers comp., payroll, etc.
- Tracks risk management and legal activities: letters of agreement, contracts, leases, and other legal documents and agreements
- Manages all WRR insurance: organization insurance, health insurance, and management of Workers Compensation, etc.

### **Human Resource Management**

- Acts as the WRR human resource manager
- Ensures all personnel and employment files (Insurance, I-9s, Mutual of America, Workman's Comp Files & Claims) are updated and complete
- Ensures full and effective compliance with job descriptions and performance expectations
- Maintains basic knowledge of federal and state employment laws and regulations
- Ensures employee safety by enforcing all safety policies
- Maintain and motivate a productive work force and positive work environment, and work to establish competitive and fair remuneration and benefit levels
- Ensure an adequate work force in numbers, skills, and appropriate job types
- Stay current on relevant labor law provisions and regulations
- Co-supervise the Administrative Support Specialist, in conjunction with the Director of Finance, in items related to Administrative operations

### **Property Management**

- Monitor, schedule, and follow up on maintenance, preventative maintenance, construction, and repair issues. Regular inspection of facilities, grounds and equipment to be sure all are well maintained, clean, orderly, and sufficient to their assigned purposes
- Manage organization's rental properties
- Along with the Director of Finance and the Administrative Support Specialist, maintain the Administrative Building

### **Other**

- Manages merchandise for new hires and bi-annual staff orders
- Organize and execute monthly staff appreciation
- Other duties assigned by the Executive Director and Founder/President

### **Knowledge Base**

- Education: Bachelor's degree in Business Administration, Human Resources, or comparable skill set obtained through experience
- Experience: 2-3 years administration experience, non-profit preferred; 3-5 years' experience in management
- Proficiency with Microsoft Office Suite
- Excellent written and communication skills

**Compensation:** Salary is \$55,000 - \$60,000 per annum, commensurate with experience, plus benefits (WRR will pay 55% of your monthly insurance premium). 18 days of annual, accrued PTO with 7 paid holidays. This position works on location at 335 Old Blanco Road in Kendaia Monday through Friday, and on location in San Antonio as needed. Training is provided. This position reports to the Executive Director.

Interested candidates should send a resume and cover letter to [WRRapplication@wildlife-rescue.org](mailto:WRRapplication@wildlife-rescue.org) with Director of Administration as the subject.

*Wildlife Rescue & Rehabilitation, Inc. is an Equal Opportunity Employer.*