• Notarize, copy, and distribute reports upon approval.

Legal Tasks
• Request legal documentation as needed (birth certificate, ICPC, judgments, etc.)
• Prepare preliminary, final and SSR reports for all NJ finalizations.
• Assemble ICPC packets.
• Prepare, send and follow-up on cooperative agreements.
• Collect and review local, state, federal background checks & child abuse records.

Daily Tasks
• Monitoring of agency communications via telephone, postal services, and electronic communications.
• Daily maintenance of all general e-mail accounts.
• Download, proof, edit, and distribute case notes & reports.
• Retrieving messages and forwarding lines as needed.
• Daily delivering of outgoing mail to post-office.

Banking
• Invoice clients and log payments.
• Reconcile agency accounts monthly.
• Issue payments to all vendors.
• Maintain and monitor agency accounts, perform transfers as needed.
• Deposit incoming funds weekly or as needed.

Payroll
• Preparation, processing, and distribution and maintenance of employee/consultant on-line account.
• Facilitate payment of federal and state taxes.

Events
• Assists with the coordination of the varied workshops, meetings, placement services, and events designed to meet the needs of both the Agency and the client population served.
• Prepare, maintain, & distribute packets (info, HS, HSU, ACI, Profile, workshops, etc.).
• Prepare certificates as needed (workshop attendance, placement, etc.).
• Generates donations letters as needed.
• Develop and manage a Sunshine committee to bring hope and sunshine to populations served.

The position of Director of Administration is based on a full-time schedule (minimum of 30 hours per week).

Employee’s Signature

Date
FAMILY OPTIONS
1602 Lawrence Avenue Suite 109
Ocean, NJ 07712
732-936-0770 Fax: 732-936-0094
info@famopt.org - www.famopt.org

DIRECTOR OF ADMINISTRATION
JOB DESCRIPTION
The Director of Administration reports to the Executive Director and must meet the following qualification:

- High School diploma or equivalency with two years’ experience.
- Computer literacy.
- Knowledge of adoption law and state requirements for adoption agencies, as well as management and administrative procedures.
- Knowledge of the issues involved in pre-placement services, post-placement services, post-adoption services and education of client population served.

The Administrative Director works directly with the Executive Director, Coordinator of Education and Outreach and Social Work Supervisor in implementing the agency’s adoption programs and services. The AD is responsible for the day to day administrative operation of the agency, which includes the following.

- Serving as a liaison between the Executive Director and the agency staff and clients.
- Serving as a liaison between agency staff and clients with other agencies as well as with the general public.
- Assists the Executive Director in exercising administrative control and direction over the policy, planning and procedure functions of the Agency.
  - Oversee secretarial staff.
- Assist with the management and coordination of weekly power team meetings to promote staff awareness of regulation upkeep, as well as regulatory and policy changes.

General Tasks
- Ensuring that all administrative processes are in compliance with the New Jersey Adoption Statute and the New Jersey Manual of Requirements for Adoption Agencies.
- Quality assurance of administrative services and agency records and developing as needed new approaches toward the improvement of such services.
  - Routinely review clearances and report expiration dates.
- Prepares correspondence and assists in the preparation of statistical, financial and other reports as related to placements and reports for the Board of Directors.
- Creates new client files & add to database
- Review incoming packets & distribute once fee is collected
- Assists with record collection & distribution surrounding placements.
- Directs and assists in establishing and maintaining appropriate records and files.
  - Update client status as needed.