

State Administrator Job Description

1. Part-time position – 20-25 hours per week.
 - a. Minimum of 1 day in office per week – Day of the week varies based on Administrator schedule.
 - b. 12-15 hours per week remote work.
2. Compensation includes
 - a. Bi-weekly salary.
 - b. Reimbursement of mileage and tolls for work travel per rules of audit.
 - c. Reimbursement for work related Lodging and meals.
3. Duties
 - a. Financial responsibilities including:
 - Accounts Receivable.
 - Accounts Payable.
 - Bank Accounts and Investment Account reconciliations.
 - Manage Merchandise Sales and Inventory.
 - Annual Audit to Council.
 - Annual Budget creation in conjunction with Finance Committee.
 - Manage all Service contracts and sub-contractors employed by the State.
 - b. Council Meetings, State Conventions, International Conventions
 - Contract and set-up all meetings with hotels and host districts.
 - Guide host committees.
 - Prepare Council documentation for all meetings, including meeting call, information packets, flyers, etc.
 - Site visits with hotels and host committees as needed to negotiate contracts and provide host committee guidance.
 - Record accurate meeting minutes and disseminate to Council members and other Lions as required.
4. Publicity
 - a. Oversight of website.
 - b. Oversight of annual State Directory creation.
 - c. Oversight of Pride publication.
5. Liaison

- a. Provide communication to Lions of PA and State Council
 - Via telephone communication.
 - Via email
 - Coordinate meetings at the State office for interested Lion groups such as GAT seminars, various PA Foundations, Sub-district functions and other Lions as appropriate.