Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
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<tbody>
<tr>
<td>Manager, Operations</td>
<td>12461</td>
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<td>11Apr2012</td>
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General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position will plan, direct, supervise and evaluate a large program or project within an operation of the Church during an annual work cycle.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Manages annual work planning, plan implementation, work production and performance evaluation of a large program or project within a Church operation; usually with well defined work elements and within a geographical location.
- Supervises employees to accomplish the goals and objectives of work planning and associated production.
- Has budget responsibility over the work program or project.
- Coordinates work responsibilities and training between his work teams.
- Retains and utilizes technical or professional knowledge regarding the tasks and assignments associated with the program or project.
- Considered a mid-to-upper level line position in the organization. Typically reports to a Director / Asst. Director.

- Requires the ability to plan, implement work production, monitor budgets, and evaluate work accomplishments in a successful, effective manner.
- Requires some supervisory experience (including professionals) with employees to clearly establish work plans, implement work production and evaluate work performance.
- Requires good communication skills (written and verbal) and a willingness to work with others.
- Requires a reasonable level of expertise in the program / project field of work.
- Preference will usually be given to an applicant with at least 3-5 years of mid-level management experience.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

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