

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.

| Job title | Job code | Grade level | Approval date |
|----------------------|----------|-------------|---------------|
| Operations Assistant | 12460 | | 12Apr2012 |

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 exists to assist Operation managers, supervisors and work groups in completing their tasks and assignments in Church operations. An Operations Assistant typically has more education background, training and experience in the field of work than does the position of an Aide; but usually less expertise than does an Operations Specialist.

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.

- Performs a wide variety of work and functions within a specific operation of the Church. These tasks are identified through a work plan, and a schedule of work output is provided by immediate supervision.
- Typically works under minimal supervision, with some responsibility for problem-solving under supervisory oversight.
- Task responsibilities may be moderately complex and occasionally non-routine.
- Does not supervise other volunteers or patrons, but may assist in orientation or training.

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.

- Requires a High School diploma or equivalent, and usually several years experience. Supervised in-field training may help offset the lack of experience.
- Must be willing to accept directions from supervision in a positive manner.
- Routinely be on time and follow the work schedule.
- Be willing to learn new or upgraded work functions if required.