

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
Assistant Operations Manager	12457		11Apr2012

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 assists an Operations Manager with annual work planning, plan implementation, work production and performance evaluation of a large program or project within a Church operation.

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.

- This Church Service Missionary position will assist an Operations Manager with 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 an assigned geographical location.
- Is usually given supervisory and budgetary responsibilities over a defined work segment of the program or project.
- Coordinates job responsibilities and training between the work teams.
- Retains and utilizes technical or professional knowledge regarding the tasks and assignments associated with the program or project.
- Considered a mid-level line position in the organization. Typically reports to an Operations Manager.

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 the ability to plan, implement work production, monitor budgets, and evaluate work accomplishments in a successful, effective manner.
- May require some supervisory experience.
- Requires good communication skills (written and verbal) and a willingness to work with others.
- Usually requires a reasonable level of expertise in the assigned field of work; but a willingness to be trained in order to be more effective in their work performance is acceptable.
- Preference may be given to an applicant with 3+ years management or supervisory experience.