

## 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
Director	12473		10Apr2012

### 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 operation (or group of smaller operations) for the Church on 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.

- Directs and manages the Department strategic planning, plan implementation, work production, and evaluation of a large operation (or group of smaller operations) for the Church.
- Supervises employees to insure accomplishment of work goals and objectives.
- Is fiscally responsible to maintain operation expenditures within budgets except under prior approved exceptions.
- Counsels management on production and technology matters. Coordinates with other operational units in executing and completing multi-faceted projects and programs.
- Typically in larger organizations this is a senior level manager position. This position usually reports to a top level executive in the Church. At least 5 years of managerial experience is required for this position.

### 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, manage, supervise and complete multiple projects, including production output and fiscal responsibility.
- Requires experience in supervising employees, including other professionals.
- Requires excellent written and verbal communication skills, and preferred technical expertise in the field of operation. Normally supervises other professionals.
- Preference will usually be given to an applicant who has experience in a high level management experience for at least 5 years.