

Connecting Employers with **Quality** Employees

POSITION AVAILABLE

JOB CLASSIFICATION TITLE:	OPERATIONS ASSISTANT
DEPARTMENT:	WORKFORCE INVESTMENT BOARD OF BUTLER/CLERMONT/WARREN (WIBBCW)
RATE:	\$19.00 - \$29.00 HOURLY
SCHEDULED HOURS:	AS NEEDED FOR PRODUCTIVITY AND PERFORMANCE
CIVIL SERVICE STATUS:	UNCLASSIFIED

SEE ATTACHED JOB DESCRIPTION FOR QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

TO APPLY: PLEASE SUBMIT A COVER LETTER AND RESUME TO:

Administration@bcworkforce.com

THIS POSTING WILL REMAIN CONTINUOUS UNTIL POSITION IS FILLED

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$216 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

WORKFORCE INVESTMENT BOARD OF BUTLER/CLERMONT/WARREN (WIBBCW)

Position Title: Operations Assistant Incumbent:
Class Title:

Department:	BCW Workforce Development	FLSA Status:	Non-Exempt
Reports To:	Executive Staff	Civil Service Status:	UnClassified
Probation:	365 days	Employment Status:	Full-Time, Permanent
Work Hours:	As needed for productivity and performance.		

JOB RESPONSIBILITIES:

The BCW|Workforce Area's Executive Assistant will deliver high-level administrative, and operations support for the Workforce Investment Board of Butler|Clermont|Warren (WIBBCW) and its Executive Team.

The Operations Assistant should be able to demonstrate a clearly articulated understanding of the government and/or non-profit goals, parliamentary procedure and organizational values and needs. Familiarity with the Workforce Investment and Opportunity Act (WIOA) is especially desired.

In the Administration of these responsibilities, the Operations Assistant will satisfactorily engage and regularly update the BCW/Workforce's:

- Executive Administration,
- Board of Directors (WIBBCW),
- Chief Elected Officials (CEO Consortium),
- Administrative Entity,
- Sub-Contract recipients:
 - Workforce Development System Operator
 - *OhioMeansJobs* One-Stop Center Career Operators
 - *OhioMeansJobs* One-Stop Center Career Services Providers
 - Emerging Workforce (Youth) Services Provider, and
- Various Business, Employer, Resident, Education, Training and other Community-Based Stakeholders.

ESSENTIAL FUNCTIONS:

In collaboration with these entities, and through the BCW/Workforce's Executive Team, the Operations Assistant will:

1. Execute general clerical tasks for the WIBBCW board and its Executive Team,
2. Seamlessly manage and triage calls, agendas, memos, reviewing reports and schedules,
3. Maintain physical and electronic records for easy access,
4. Manage complex fiscal, case management (e.g. CFIS, MUNIS, OWCMS, etc.) and Office 2019 software systems,

WORKFORCE INVESTMENT BOARD OF BUTLER/CLERMONT/WARREN (WIBBCW)

5. Ensure the proper management, storage and use of governance documents and other important organizational records,
6. Maintain accurate, safely stored and readily accessible documentation for inspections and/or filing, monitoring and audit requirements,
7. Review and update documents as necessary,
8. Manage calendars to avoid conflicts,
9. Facilitate, schedule, execute and record meetings, materials and notices,
10. Transcribe and maintain minutes for all committee and quarterly CEO/Full Board meetings
11. Collaborate with the board secretary to ensure gatherings comply with WIBBCW bylaws, parliamentary procedure and sunshine laws,
12. Provide advice and resources on relevant topics at issue, such as laws, policies, procedures, or governance matters being addressed, including any insights about the Southwest Ohio region, its business, public administration and human services,
13. Assist with other projects and tasks, as assigned by the Executive Team.

OTHER DUTIES AND RESPONSIBILITIES:

The Operations Assistant may be required to:

- Travel to various locations for meetings, events or other gatherings, including national travel,
- Represent the BCW|Workforce system in meetings and/or seminars,
- Execute certain jurisdictional administrative support duties,
- Analyze facts to objectively understand a problem or develop a solution,
- Exercise audience-adaptive communication skills,
- Work autonomously with minimal supervision.

QUALIFICATIONS:

- Work experience as an Executive Assistant, Personal Assistant or similar role,
- Outstanding organizational and time management skills,
- Excellent verbal and written communications skills,
- Discretion and confidentiality,
- Experience contributing to strategic workforce plan development,
- Experience building partnerships with stakeholders,
- Experience with regulatory compliance and fiduciary requirements,
- Current Ohio Driver's License,
- Minimum: High School degree,

Desired:

- Experience with the Workforce Innovation Opportunity Act (WIOA), public policy or economic development initiatives,

WORKFORCE INVESTMENT BOARD OF BUTLER/CLERMONT/WARREN (WIBBCW)

- Two to five years' experience as a senior or executive leader/manager,
- Experience with process/systems improvement initiatives,
- BA, BPA/BPP or BBA.

LICENSURE AND CERTIFICATION PREFERENCES:

PA diploma or certification

Membership in a recognized, relevant professional organization

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:

Date Revised: