

Position Title: Operations Assistant  
Class Title:

Incumbent:

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Department:	BCW/Workforce Development Board	FLSA Status:	Non-Exempt
Reports To:	Executive Staff	Civil Service Status:	UnClassified
Pay Range:	\$19.00-\$29.00 DOQ	Employment Status:	Full-Time, Permanent
Probation:	365 days	Lunch:	Unpaid
Work Hours:	As needed for productivity and performance.		

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### **JOB RESPONSIBILITIES:**

The BCW/Workforce Area's Operation's Assistant will deliver high-level administrative, and operations support for the Workforce Development Board of Butler/Clermont/Warren (BCW/Workforce) 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 (BCW/Workforce Development Board),
- 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 BCW/Workforce 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, ARIES, etc.) and Microsoft Office software systems,
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 executive team to ensure gatherings comply with BCW/Workforce 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,
- 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

**How to Apply:**

E-mail a cover letter and your current resume to:  
Admin@wibbcw.com

Filing Deadline:

Continuous; however, first review of applications will be on November 7, 2022.

PRINT-FRIENDLY

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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.

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(Employee's Signature)

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(Date)

Date Adopted:

Date Revised: 10/21/22