



**CLASSIFICATION SERIES:**

N/A

**BARGAINING UNIT:**

N/A – Externally Funded

**Operations Assistant**

**SERIES PURPOSE:** The purpose of the Operations Assistant occupation is to establish and oversee operational activities at the Rich Center for Autism.

**CLASS CONCEPT:** The class works under general supervision and requires considerable knowledge of office practices and procedures and knowledge and/or experience of/with Autism or other disabilities.

**JOB DUTIES:** Incumbents may perform some or all of these duties or other job-related duties as assigned.

Assists with the development of documents and spreadsheets for the purposes of data collection, lesson planning for teachers, etc.

Submits applications and continuation forms for each student on scholarship to the Ohio Department of Education, Office for Exceptional Children.

Enters data quarterly regarding progress notes for Autism Scholarship.

Maintains Ohio Autism Scholarship Program notebook which includes Program Mission and Objectives, application and guidelines, staff certificates/licenses/resumes, staff criminal record checks/BCI/FBI, professional development training plan objectives, health and safety, fee schedule and description, internal monitoring/staff evaluations, service delivery/curriculum and report to parents.

Coordinates Open House and Parent Teacher conference nights; coordinates annual meetings with districts to ensure participation by staff; coordinates donor events including tours.

Assists with events by helping to arrange for venues, generating requisitions and purchase orders for events, and following up with vendors.

Arranges parking for visitors.

Supervises and assigns work for student office assistants; prepares student schedules; verifies and submits time sheets.

Effective 11/05/2024

Gathers data requested to assist in grant development.

Maintains donor management software.

**OTHER FUNCTIONS AND RESPONSIBILITIES:** Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of: records management; business communications; administrative practices and procedures\*; general office practices and procedures; business office software applications.

Skill in: operation of personal computer and office machines.

Ability to: handle sensitive inquiries and contacts with constituents; deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral; establish friendly atmosphere within department.

(\* ) Developed after employment.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED; demonstrated knowledge and/or experience of/with Autism or other disabilities; demonstrated ability to interact effectively with special needs children and their parents/families; demonstrated effective communication skills and computer literacy required.

**REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES:** None

**PHYSICAL REQUIREMENTS:** In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform medium work.

**MEDIUM:** work involves exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or an amount greater than negligible and up to 10 pounds constantly to move objects.

**UNUSUAL WORKING CONDITIONS:** Non-traditional work schedule; flexible hours and travel as required.