

October 18, 2016

TO: PSA Bargaining Unit Employees

FR: David Helfman, Executive Director

RE: Vacancy –UniServ Director Position Assigned to Calvert County

MSEA is seeking applicants to fill a MSEA UniServ vacancy in Calvert County.

If you have any questions, please don't hesitate to call my office.

PROGRAM: Center for Affiliates and Advocacy

POSITION TITLE: UniServ Director (Calvert)

BARGAINING UNIT: PSA

AUTHORITY AND RELATIONSHIPS: Reports to Designated Manager

QUALIFICATIONS:

- Undergraduate or graduate training in labor relations or equivalent job experience in a related field;
- Experience working with teachers, education support personnel, or public sector labor relations law and issues;
- Experience in, negotiations, grievance processing, public relations, community organizing, political action, school finance, and education reform issues.
- Demonstrated ability to exercise independent and expert judgment, initiative and resourcefulness;
- Demonstrated ability to identify and analyze various options in determining an appropriate course of action, and initiate to implement corrective action.
- Demonstrated ability to perform duties with a high level of efficiency and accuracy;
- Experience in developing, motivating, training and maintaining cadres of volunteers and activists;
- Demonstrated ability to work independently within the Association, with affiliates and outside organizations/agencies important to the accomplishment of Association goals;
- Demonstrated ability to interact effectively and frequently with individuals and groups both inside and outside the Association in moderately unstructured situations;
- Demonstrated ability to influence, interrogate, motivate or lead persons or groups in gaining compliance with Association objectives by persuasion or negotiation;
- Demonstrated ability to work with some confidential data of major importance and maintain confidentiality;
- Demonstrated experience in coordinating labor union organizing and/or community organizing;
- Broad understanding of critical issues and problems facing education employees and their organizations;
- Proficiency in verbal and written communication;
- Has or is able to obtain and maintain a valid driver's license in the State of Maryland.

DESIRABLE ADDITIONAL QUALIFICATIONS:

- Baccalaureate Degree;

## RESPONSIBILITIES:

- Promotes and works for the implementation of and adherence to the policies and programs adopted by MSEA/NEA;
- Serves as chief negotiator or consultant in negotiations for assigned county(ies);
- Coordinates and trains member advocates.
- Facilitates problem solving and resolves disputes concerning the member workplace;
- Responsible for gathering, compilation and analysis of information relative to negotiations preparation and contract settlements;
- Develops new research, as needed, including but not limited to the utilization of data bases provided locals affiliates by MSEA and NEA;
- Attends meetings of local association governing boards in an advisory capacity;
- Proposes activities, programs, and objectives to local affiliate(s) consistent with the Association's mission;
- Assists local affiliate(s) in the construction of the local affiliate budgets and office operations, as requested;
- Plans, participates in, and serves as trainer for Association programs and local affiliate leadership development activities;
- Assists local affiliates in public relations, including but not limited to the editing of local affiliate publications;
- Provides counsel, advice, and representation to individuals and members in local affiliates including the processing of formal grievances;
- Assists affiliate(s) with the enforcement of the collective bargaining agreement; assists individual members with problems relating to working conditions in assigned county(ies);
- Represents affiliates at board of education and other public meetings, as requested;
- Coordinates legislative and political activities at the local level;
- Promotes member involvement in the local, state, and national Associations and assists in the development and implementation of membership promotion and retention activities;
- Works with state and local committees as assigned;
- Works extended hours including weekends and evenings, when necessary, in order to perform assigned responsibilities.
- Performs other duties as assigned.

ASSIGNMENT: Assigned to Calvert County