

February 11, 2021

ACE-AFSCME Local 2250 is one of AFSCME's largest education support personnel locals, representing over 6,000 members in Prince George's County. Local 2250 has a rich history of members standing up and fighting for the essential services for every child to be successful in and out of the classroom. We believe that every child deserves a high-quality education and that every school employee deserves fair pay and respect on the job. The work members do every day is critical to the success of the next generation, and our job is to advocate for our community and ourselves.

ACE-AFSCME Local 2250 is seeking applicants for the position of Field Representative. This position is housed at the Association's headquarters located at 14440 Old Mill Road, Upper Marlboro, Maryland 20772.

Attached is a summary of the duties and requirements for the position. Applicants must submit the following items:

- A cover letter
- A current resume

Complete materials may be sent to: [timothy.traylor@ace-afscme.org](mailto:timothy.traylor@ace-afscme.org)

Or

ACE-AFSCME Local 2250  
14440 Old Mill Road  
Upper Marlboro, MD 20772  
Attention: Timothy Traylor

#### Attachments

POSITION TITLE:	Field Representative
BARGAINING UNIT:	None
FLSA:	Exempt
SALARY RANGE:	\$55,070 to \$88,385 (Based on Experience)

Benefits include Retirement, Medical, Dental & Vision

#### **Job Summary**

This is a bargaining unit position responsible for all areas of collective bargaining, contract and local union administration for ACE-AFSCME Local 2250. This is a highly visible position with extensive contact with union members, officers, Prince George's County Board of Education and local, county, state legislators and officials. This is not a 9 to 5 job - long and varied hours, with early morning, evening, weekend work and travel, including overnight stays.

#### **Summary of Responsibilities:**

- Assist with the preparation of contract proposals and with contract negotiations.
- Assist bargaining unit employees in all aspects of employee/employer labor and employment relations.

- Represent members at pre-disciplinary (Loudermill) meetings and attends and presents cases during grievance procedures, including meetings and arbitration hearings.
- Assist with administrative appeals before the local Board of Education.
- Assist with investigating complaints/unfair labor practices filed pursuant to the State of Maryland, Public School Labor Relations Board.
- Attend and present reports at monthly local membership Chapter meetings.
- Visits job sites/bus lots to communicate with workers.
- Participates and supports campaigns conducted by the local.
- Participates in community, political and union events.
- Prepare correspondence as needed.
- Perform other duties as assigned.

### **Education, Experience, and Special Requirements**

High School Diploma/G.E.D. and experience working in a union environment is required. A minimum of five (5) years of experience in labor relations, including contract administration and the presentation of grievance arbitration cases and Unfair Labor Practice complaints is preferred. Post-secondary education in labor or industrial relations may be substituted for the experience requirement. Bilingual (Spanish) skills are also desirable, but not required.

### **Knowledge, Skills, and Abilities**

- A thorough understanding of public sector unionism and labor law;
- Exceptional attention to accuracy and detail is required;
- Strong strategic, problem solving, and critical thinking are necessary;
- Strong organizational and time management skills;
- Representatives operate with general supervision and must be self-motivated and able to prioritize and effectively manage a large volume of complex issues.
- Ability to handle multiple projects simultaneously, prioritize competing tasks and manage work under weekly, monthly and quarterly deadlines;
- Demonstrated positive attitude and effectiveness in working independently and in a team environment;
- Adept interpersonal relationship skills to work harmoniously with ACE-AFSCME Local 2250 staff, management, union leaders, and affiliates;
- Strong work ethic and self-motivation are essential;
- Ability to operate within an office and field setting;
- Excellent written and verbal communication skills, strong listening skills, ability to compose simple correspondence and verbally convey information clearly;
- Intermediate level experience with Zoom, Microsoft Office applications is required; and
- Ability to maintain a valid US driver's license that complies with the state of Maryland.

Submission deadline:

Open until filled

Email address:

timothy.traylor@ace-afscme.org