



**ASSOCIATION OF CLASSIFIED EMPLOYEES
AMERICAN FEDERATION OF STATE,COUNTY AND MUNICIPAL EMPLOYEES
LOCAL 2250 AFL-CIO**

14440 OLD MILL ROAD, UPPER MARLBORO, MARYLAND 20772 TELEPHONE: 301-809-0472 FAX: 301-809-5821
www.ace-afscme.org

Union Job Posting!

Position Title: Lead Field Representative
Bargaining Unit: OPEIU Local 2
FLSA: Exempt
Salary Range: \$81,001 to \$93,553 (Based on Experience)

Benefits include medical, dental, vision, car allowance, car insurance reimbursement, staff retirement plan (401k), and a leave benefits package.

Job Summary

The Lead Field Representative position is an entry level leadership position to assist Field Representatives with receiving the necessary training, coaching, technical assistance and resources needed to effectively perform their duties. The Lead Field Representative is responsible for coordinating and assisting with the implementation of grievance handling, collective bargaining and contract enforcement for bargaining unit employees covered by ACE-AFSCME Local 2250. This position has long, and varied hours and will report to the Executive Director or designee.

Summary of Responsibilities

- Assist with implementing organizing and call to action campaigns. This includes contract campaigns, membership education drives, membership mobilization campaigns, leadership recruitment and development, and political action.
- Meet regularly with Field Representatives regarding the interpretation and administration of the Negotiated Agreement.
- Assist Field Representatives with gathering information to support representational activities and legal proceedings.
- Assist with negotiations and preparation of any contract proposals.
- Advise Field Representatives in Weingarten meetings, pre-disciplinary (i.e., Loudermill's) meetings, grievance procedures, appeals and arbitration hearings.
- Advise the grievance committee.
- Provide coaching and counseling to Field Representatives in all aspects of employee/employer labor relations.
- Represent Non-MSEA members in arbitration and/or appeals.
- Ensures that Field Representatives are meeting their performance goals and objectives through periodic

reviews.

- Performs other duties as assigned by the Executive Director.

Education, Experience, and Special Requirements

Bachelor's Degree and experience working in a union environment are required. A minimum of eight (8) years of experience in labor relations, including contract administration and grievance arbitration cases, unfair labor practices, and contract negotiations. Bilingual (Spanish) skills are 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:
- Must be self-motivated and able to prioritize and effectively manage a large volume of complex issues.
- Must be a leader who is clear and convincing.
- Must be a trusted adviser.
- Keep sensitive information confidential.
- Exercise initiative and function effectively with limited or no supervision.
- Excellent written and verbal communication skills, strong listening skills, ability to compose simple to complex correspondences, and verbally convey information.
- Possess conflict resolution skills.
- Skilled in negotiations, grievance handling, and organizing.
- The ability to present information and speak to groups of various sizes and diverse backgrounds.
- The ability to effectively work with people and convey instructions to others.
- Knowledge of Local 2250 and Prince Georges County Public Schools
- Possess Intermediate level experience with Zoom, Microsoft Office applications, and other platforms as required.
- Ability to maintain a valid US driver's license that complies with the state of Maryland.

Deadline: July 23, 2021

All interested applicants must send a cover letter and resume to Madeline St. Amour via email at madeline.stamour@ace-afscme.org. If you have any inquiries, please contact Madeline St. Amour.