

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**Affiliated with the AFL-CIO**  
**80 F St NW, Washington, DC 20001-1528**

**MEMORANDUM:** Human Resources/Vacancy #12

**DATE:** March 8, 2023

**TO:** ALL EMPLOYEES  
National Headquarters and District Offices

**FROM:** Everett B. Kelley *Everett B. Kelley CB/DC*  
National President

**SUBJECT:** Vacancy Announcement – District Office Manager, G-10/11, NBU, District 7

A vacancy now exists for the position of District Office Manager, District 7, effective immediately.

Selection to fill the vacancy will be made according to the National Executive Council's policy on hiring.

**Official Station:** District 7  
District 7 covers (Illinois, Michigan, Wisconsin)

The attached position description sets forth the duties, qualifications, and responsibilities of the position.

All interested applicants must submit resume to: [jobs@afge.org](mailto:jobs@afge.org), Attention: Vacancy Announcement #12 to Human Resources. Expressions of interest from **(internal candidates)** must be received by the close of business on Thursday, March 16, 2023.

cc: National Executive Council  
Director, Finance

**FOR BULLETIN BOARD POSTING**  
**NOT TO BE REMOVED**  
**(ADDITIONAL COPIES OF THIS POSTING MAY BE OBTAINED FROM**  
**AFGE WEBSITE)**

## POSITION DESCRIPTION

**American Federation of Government Employees  
National President  
District 7  
Exempt**

**CLASSIFICATION:** DISTRICT OFFICE MANAGER, G-10/11, NBU

### **I. INTRODUCTION**

The District Office Manager assists AFGE 7<sup>th</sup> District through virtual interaction, directs various programs and provide services benefiting AFGE Local Unions in the states within the District. The District Office is comprised of a National Vice President, National Representatives, and District Office Manager (DOM). This position relieves the NVP of Administrative burden and acts in his/her stead when necessary.

### **II. DUTIES AND RESPONSIBILITIES**

1. Manages various programs and administrative activities for the district office;
2. Plans and implements program development and the delivery of the services;
3. Manages the various forms of communications for the office both internally and externally to maintain a professional image. Develop a District newsletter that is sent out to local members;
4. Supervises and coordinates overall administrative activities for the district office;
5. Processes credentials for District Caucuses and assists Credentials Committee at District Caucus;
6. Negotiates hotel, vendor and office space contracts for approval in accordance with the National Offices' purchasing policies and budgetary restrictions;
7. Assists in the preparation and administration of the budget, if required by NVP;
8. Monitors and provides financial analysis of the operating expenses of the District;
9. Supervises the maintenance of office equipment, including copier, fax, etc;
10. Responsible for the district office day-to-day operations;
11. Prepares notification for various employee actions to the National Office, maintains and approves employee timecards. Communicate with the National Vice President, regarding employee concerns;

12. Coordinates the delivery of various training programs as directed by NVP. Sometimes may conduct the training;
13. Manages and coordinate the Website design, development, programming and administration including interactive applications, online databases and data storage;
14. Provides computer support and training on software applications;
15. May serve as team leader or Project Manager;
16. Research and rank arbitrators as request by the NVP.

### **III. WORK ENVIRONMENT**

This job operates in a professional environment working to establish Federation and Departmental goals. The incumbent will routinely use standard office equipment such as computers, fax machines, scanners, and phones. Long hours are periodically required. The employee will periodically be required to do some lifting and/or move items over 10 pounds.

### **IV. PHYSICAL DEMANDS OF THE POSITION**

Employee must be able to work in a stationary position for extended periods of time. While performing the duties of this job, the employee is regularly required to communicate information by talking and listening on a telephone and/or telephone conference call. Ability to operate a computer, and printer daily for a long period of time.

Further requirements of the job will include but not be limited to occasionally lifting of office products, files and supplies up to 20 lbs. Long hours are periodically required. District events may require being mobile to attend.

### **V. CONTROLS OVER WORK**

Supervisor of the position is the District National Vice President, who provides only very general supervision. The incumbent is afforded wide latitude for independent judgments and decision, within the framework of established AFGF policy and approved District officer practices. The incumbent refers problems and matters to supervisor for advice and assistance if they are unprecedented and outside established policies or guides. This confidential position is excluded from all bargaining units.

## **VI. REQUIRED EXPERIENCE AND SKILLS**

1. Must have at least seven years (combination of education/experience) Administrative/ Office Management experience;
2. High School graduate (or proven educational equivalent);
3. Demonstrates the ability to learn various computer applications of Microsoft Office software;
4. Ability to type at a minimum net speed of 60 words per minute (gross speed minus reduction for errors);
5. Ability to meet and interact with the public, Federation officials, government officials, co-workers by telephone, and in person. Provides helpful, and courteous assistance;
6. Knowledgeable of correct English usage, grammar, and possess good spelling Skills;
7. Must have effective communication skills both written and verbal;
8. Web/Database management knowledge;
9. Analyze complex problems and suggest appropriate solutions;
10. Ability to negotiate effectively;
11. An interest in and loyalty to the labor movement;
12. Must be legally employable, consistent with federal law regulations.

## **VII. EEO STATEMENT**

AFGE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, pregnancy, marital status, sexual orientation, personal appearance, gender identity and/or gender expression. In addition to federal law requirements, AFGE complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. The policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.