

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

MEMORANDUM: Human Resources/Vacancy #13

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 Manager/Assistant to the National Vice President, G-12/13 (NBU), 4th District

A vacancy now exists for the position of District Manager/Assistant to the National Vice President, G-12/13(NBU), 4th District, effective immediately.

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

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

Official station: District 4

District 4 covers: Maryland, Virginia, West Virginia, North Carolina

All interested applicants must submit their resume to: jobs@afge.org
Attention: **Vacancy Announcement #13** to the Human Resources Department.
Expressions of interest from **(internal candidates)** must be received by the close of business on Thursday, March 16, 2023.

cc: National Executive Council
Finance Director

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

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department: District 4
Location: Maryland, Virginia, West Virginia, North Carolina
FSLA Classification: Exempt
Position Title: District Manager/Assistant to the National Vice President

CLASSIFICATION: District Manager/Assistant to the National Vice President G-12/13

I. INTRODUCTION

This District functions to organize Government employees into appropriate units of recognition, provide needed services, and exercise general supervision of AFGE affairs within the states of the assigned District. This includes planning and conducting organization campaigns; resolving and representing a labor-management-siting and training local officials and members in union administration, contract negotiation, administration, labor management relations, grievance, and appeal processes; and in the use of impasses, ULP's, conciliation, mediation, and arbitration. This position assists the NVP with daily administrative and supervisory tasks and acts in his/her stead when necessary.

II. POSITION SUMMARY

The incumbent of this position has lead responsibility to manage, plan and implement the full range of programs and activities of District 4 including direct supervision of staff, coalition building, special events, organizing, lobbying, assigning tasks to staff, and website management, as well as the maintenance of the District's budgets. This position is excluded from all bargaining units.

III. MAJOR DUTIES AND RESPONSIBILITIES

This is a professional position whereby the incumbent is expected to have the ability to perform as a manager for staff and programs within District 4. The National Vice President relies upon the incumbent to participate in the management and supervisory functions of the District, to conduct major investigations, and to personally resolve the most difficult and complex problems confronting the District. Management responsibilities include, but are not limited to, the development and implementation of budgeted projects and the completion of projects created by District 4; the supervision of District staff; and eventually, the development of new activities and programs responsive to the needs of the District and its mission.

In addition, the incumbent is to receive assistance requests from District locals and councils, and process and coordinate appropriate assistance in accordance with the established policies of the 4th District.

Specific duties include, but are not limited to:

1. Plans, organizes, assigns, directs, and reviews the work of District staff. Provides advice, guidance, and instruction to staff as needed, before, during, and at the completion of assignments. Resolves work-related problems and is authorized to recommend corrective action be taken to the NVP.
2. Serves as an assistant and principal advisor to the National Vice President providing expert advice and assistance involving a wide range of issues which require the incumbent to be well versed in applicable regulations and procedures, laws and Executive orders, personnel management policies and practices, and decisions of the FLRA, MSPB, OPM, DOL, CG, and FSIP.
3. Reviews and approves satisfactory correspondence for NVP's signature, calling attention to special problems, precedents, and policy matters.
4. Investigates complaints against district and local officials. Collects data, evidence, statements, and affidavits. Prepares analytical reports citing problems, facts, conclusions, and recommendations. Refers matters that cannot be resolved informally to the NVP for appropriate action.
5. Provides information and recommendations to the NVP relating to work plans, operations, or administration. Studies and analyzes continuing problems in the quality and quantity of work and operating effectiveness.
6. Plans and coordinates meetings and union events, such as meetings of the District training. Prepares materials for same.
7. Completes other tasks as assigned by the NVP

IV. CONTROLS OVER WORK

Works under the general and technical supervision of the NVP who makes specific assignments broadly defines missions, and functions, and relies upon the incumbent to plan, design and carry out programs, projects, studies, and other work independently within the broad framework of established AFGE policy and District office practice. Results of work and recommendations are considered technically authoritative and are normally accepted without change. Work may be reviewed to assure that objectives have been met and to judge the effect of advice and guidance on the overall District program. Due to the nature of the position and the responsibilities entrusted to the incumbent, the relationship between the incumbent of this position and the National Vice President is of a very close and confidential nature, and uniquely different from the other non-clerical positions of the District staff. The position requires travel, sometimes on short notice.

V. QUALIFICATIONS

Must have excellent written and research skills and a demonstrated ability to independently and successfully complete complex projects. Excellent oral and written communication and interpersonal skills are required to do a wide variety of outreach to AFGE members, organized labor, and the civil rights community in general. The Incumbent must demonstrate an ability to manage and prioritize complex assignments and responsibilities.

Applicants must have a bachelor's degree or five (5) years of demonstrated specialized experience or a combination of education and experience.

The specialized experience must include:

1. Extensive work with union activities, campaigns, grants, or similar projects.
2. A knowledge of case law and the current state of Federal labor relations as well as Federation policies and procedures; the ability to analyze problems in Federal sector collective bargaining consistent with Federation collective bargaining programs, policies, and procedures
3. Experience as a writer, manager, supervisor, or executive officer of a union or a nonprofit organization.
4. Demonstrated proficiency in the use of Microsoft Office and in particular Excel and PowerPoint.
5. Ability to analyze complex problems and suggest appropriate solutions.
6. Ability to negotiate effectively.
7. An interest in and loyalty to the labor movement.

VI. 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.