

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

MEMORANDUM: Human Resources/Vacancy #9

DATE: March 2, 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), 11th District

The purpose of this memorandum is to advise you that a vacancy now exists for the position of District Office Manager, G-10/11, 11th District, effective immediately.

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

Official Station: District 11 (Alaska, Colorado, Idaho, Montana, Oregon, Utah, Washington, and Wyoming)

All interested applicants **must submit resumes to:** jobs@afge.org. Attention: Vacancy Announcement #9 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on Monday, March 13, 2023.

cc: National Executive Council
Finance Department

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 11
Location:	AK, CO, ID, MT, OR, UT, WA, WY
FSLA Classification:	Exempt
Position Title:	District Office Manager (DOM) Grade 10/11

I. INTRODUCTION

This position is confidential and exempt from all bargaining units. The incumbent is a member of the staff of the 11th District National Vice President (NVP) whose office directs and administers the various programs and services that benefit the Locals within the District. The District Office is operated virtually (virtual work location is subject to change at the employer's discretion) and is comprised of the NVP, National Representatives (NRs), and the District Office Manager (DOM). This position relieves the NVP of Administrative burden and acts in his/her stead when necessary.

II. DUTIES AND RESPONSIBILITIES

- Manages various programs and administrative activities for the district office.
- Responsible for the day-to-day operations of the district office.
- Plans and implements program development and the delivery of the services provided by the district.
- Manages the various forms of communications for the office both internally and externally to maintain a professional image.
- Supervises and coordinates overall administrative activities for the district office.
- Processes credentials for District Caucuses and assists Credentials Committee at District Caucuses.
- Negotiates contracts with hotels and vendors for approval in accordance with the National Offices' purchasing policies and budgetary restrictions.
- Assists in the preparation and administration of the district's budget.
- Monitors and provides financial analysis of the operating expenses of the district.
- Prepares notifications for various employee actions for the national office.
- Coordinates the delivery of various training programs as directed by NVP, may be required to conduct such training.
- May serve as a team leader or project manager.
- Research and rank arbitrators as requested by the NVP.
- Other duties assigned

III. CONTROLS OVER WORK

The supervisor of the position is the District 11 National Vice President, who provides only very general supervision.

The incumbent is afforded wide latitude when it comes to judgment and decision-making, within the framework established by AFGE National and the 11th District's policies and procedures.

The incumbent refers problems and matters to the 11th District NVP for advice and assistance if they are unprecedented and outside established policies and procedures.

IV. OTHER

- Must have at least five (5) years of combined education and experience in administrative and office management.
- Must be a high school graduate (or proven educational equivalent)
- Must demonstrate proper application and use of Microsoft Office software.
- Must have an area in their home that can be used as a private secure workspace, the noise level in that area must be kept at a professional level while on the phone or in a virtual meeting during business hours.
- Must have or must be able to obtain high-speed internet, the cost of which will be reimbursed by AFGE.
- Must have the ability to meet and deal with the public, federation officials, government officials, and co-workers by all means of communication in a helpful and courteous manner.
- Must have knowledge of proper usage of the English language including spelling and grammar.
- Must have effective communication skills both written and verbal.
- Must have knowledge of Web/Database management.
- Must be able to analyze complex problems and suggest appropriate solutions
- Must have the ability to negotiate effectively.
- Must have an interest in and be loyal to the American Labor Movement.
- Must be legally employable in the United States.

IV. 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, or genetics. 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.