American Federation of Government Employees
Affiliated with AFL-CIO
80 F Street, NW, Washington, DC 20001-1583

MEMORANDUM: Human Resources/Vacancy #23
date: June 14, 2021

To: ALL EMPLOYEES
National Headquarters and District Offices

From: Everett B. Kelley
National President

Subject: Vacancy Announcement – Deputy Chief of Staff, ELS, National President’s Office

The purpose of this memorandum is to advise you that a vacancy exists for the position of Deputy Chief of Staff, National President’s Office, effective immediately.

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

Official Station: National Office

All interested applicants must submit resume to jobs@afge.org. Attention: Deputy Chief of Staff #23 to the Human Resources Department. Expressions of interest from (internal candidates) must be received by the close of business on Tuesday, June 22, 2021.

Cc: National Executive Council
Finance Director

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

American Federation of Government Employees (AFGE)

Department: National President’s Office (NPO)
Location: National Office, National Headquarters
FSLA Classification: Exempt
Position Title: Deputy Chief of Staff
Grade: ELS
Date of Revision/Creations: June 8, 2021

I. INTRODUCTION

AFGE is the largest union representing over 700,000 Federal and District of Columbia government workers. The union represents federal workers in over 40 federal departments and agencies including all eligible components of Defense, Veterans Affairs, Homeland Security, Social Security, HHS, Justice and Prisons, Labor, Agriculture, HUD, EPA, OPM, GSA, State, Education, SBA, Mint, NIH, National Science Foundation, Smithsonian, etc. There are about 980 AFGE locals. There are over 35 national bargaining units and national bargaining councils, which are agency focused with their own Executive Boards. AFGE has locals in every state, numerous territories and in some countries overseas.

The National President’s Office manages all aspects of the Federation’s national agenda and is supported by the Office of the Chief of Staff, NPO directors and staff. Under direction of the President, the Office of the Chief of Staff, in collaboration with NPO directors, staff and elected officials, leads the coordination of internal and external affairs of the Federation through the strategic administration of its programs, people and processes and provides advice, support, and assistance to the NP in carrying out the duties and responsibilities.

II. DUTIES AND RESPONSIBILITIES

1. Under direction of the Chief of Staff (COS) provides advice, support, and assistance for carrying out the duties and responsibilities of the National President’s Office.

2. Assists in development and oversight of organizational goals, priorities, and budget.

3. Coordinates and collaborates closely with AFGE national leadership, managers, and staff to develop integrated campaigns for growing, organizing, and mobilizing membership, improving representation, educating activists, advancing the policy and
legislative objectives of the membership, and improving employee engagement in the workforce.

4. In collaboration with NPO leaders and other key staff, coordinate with AFGE District, Council, and Local leadership in building organizational capacity and solidarity on causes important to the Federation’s membership.

5. Provides counsel and analysis to the President and Chief of Staff on key Federation programs and issues.

6. Collaborate with NPO directors and other key stakeholders to coordinate, guide, and track and measure the performance of the Federation’s strategic plan and implementation of strategic goals.

7. Serves in the absence of the Chief of Staff in all matters concerning internal and external programs.

8. In collaboration with NPO department leaders, staff, and elected officials, assist in the development and oversight of organizational goals, strategic planning, financial management, organizational priorities, and budget.

9. Assist with the management of personnel duties and expense approvals for the Office of the Chief of Staff.

10. May be called upon to instruct, speak or train at AFGE conferences, trainings, or other meetings.

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. The employee will periodically be required to do some lifting and/or move items over 10 pounds. Work generally occurs in an office setting.

Travel is required; extended periods of travel will be expected when needed. Long hours are frequently required, including some weekends.

IV. CONTROLS OVER WORK

Incumbent will work under the day-to-day supervision of the Chief of Staff which is directed by the National President.

V. EDUCATION AND EXPERIENCE
1. Graduation from an accredited four-year college or university with a bachelor’s degree in public administration, management, or relevant field is required. Graduate degree is strongly preferred.

2. Minimum 10 years of professional, relevant work experience is required. At least 7 years of management experience in a fast-paced, issue-driven advocacy organization or socially conscious business is required. Management experience in a unionized workplace with responsibility for labor relations is also required.

3. Demonstrated experience and capability planning and executing interdisciplinary organizational strategy for a complex, national organization as well as managing projects are required.

4. Demonstrated experience and capability building membership/public awareness and engagement in national advocacy campaigns are required.

5. Experience managing a large, complex budget is desired.

6. Ability to work well with diverse leadership, staff, membership, and key stakeholders is required.

7. Must be collaborative and willing to partner with others.

8. Strong writing and analytical skills are a must.

9. Ability to communicate effectively interpersonally, orally, and in writing is required.

10. Understanding of government employee policy priorities is strongly desired.

11. Understanding and appreciation of the labor movement strongly is desired.

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. 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.