

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

MEMORANDUM: Human Resources/Vacancy #41

DATE: September 22, 2023

TO: ALL EMPLOYEES
National Headquarters and District Offices

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

SUBJECT: Vacancy Announcement –Executive Assistant to the National President, G11/12 NBU, National Headquarters.

A vacancy now exists for the position of Executive Assistant to the National President, G11/12, NBU, National Headquarters, effective immediately.

Selection to fill the 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.

All interested applicants must submit resumes to: jobs@afge.org, Attention: Executive Assistant Vacancy #41 to the Human Resources department. Expressions of interest from **(internal candidates)** must be received by the close of business on Monday, October 2, 2023.

cc: National Executive Council
Finance Director

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HUMAN RESOURCES DEPARTMENT, UPON REQUEST)

POSITION DESCRIPTION

American Federation of Government Employees (AFGE)

Department:	Office of the National President
Location:	Washington, D.C.
FSLA Classification:	Exempt
Position Title:	Executive Assistant to the National President
Date of Revision/Creations:	September 2023

I. INTRODUCTION

This position is in the Office of the National President in the headquarters of the American Federation of Government Employees, AFL-CIO. Under minimal supervision, this position will provide diverse, complex, and confidential executive level administrative and support services to the national president. Work requires independent judgement and initiative on projects and assignments that are sensitive, confidential, and private. Must demonstrate the ability to deal with high level contacts within and outside of AFGE. May perform duties such as researching and analyzing information, compiling reports, and managing special projects and events, with little direction. Requires knowledge of organizational structures and policies and the ability to tactfully navigate relationships. Must be able to leverage technology to effectively complete assignments and organize work. Must demonstrate discretion, be proactive, take initiative, anticipate business needs and remain engaged. Some travel will be required.

II. DUTIES AND RESPONSIBILITIES

This position requires an excellent understanding of complex organization and demonstrated ability to assist the national president with achieving AFGE's objectives, work projects, goals, and mission. Responsibilities may include, but are not limited to:

1. Prepare initial correspondence or discussion drafts to aid the national president with effective communication, including when while on travel.
2. Fully participate as a team member in appropriate situations, committees, and special projects and, at times, attend meetings and take notes on behalf of the national president.
3. Must demonstrate the following competencies, skills, and behaviors:
 - a. Ability to create and maintain confidentiality of information,

- b. Ability to communicate effectively, both orally and in writing,
 - c. Ability to work effectively and efficiently in a demanding environment,
 - d. Ability to handle sensitive situations in a calm respectful manner,
 - e. Ability to work on multiple projects, meet established deadlines and adapt to an ever-changing environment for the purpose of accomplishing results,
 - f. Ability to organize work/tasks to provide for systematic and efficient processes,
 - g. Ability to produce work accurately and thoroughly, and
 - h. Ability to maintain flexible attitude and approach toward assignments while actively participating and supporting a team environment.
4. Perform a variety of administrative duties for the national president, ensuring alignment with the national president's strategic and operational direction in the implementation of projects, policies, viewpoints, problems, issues, special interests, and official obligations.
5. Administrative, organizational, and coordinating duties may include but are not limited to:
- a. Receive visitors and telephone calls and directs to appropriate persons while handling as many calls personally as possible. Makes telephone contacts on behalf of the national president, in connection with the constitutional duties of the national president, with confidential and executive members and staff of labor union, government, and public sector agencies and organizations.
 - b. Maintain the national president's calendar and exercise the authority to schedule, shift, cancel, or refuse appointments; accept or decline invitations, conferences, and meetings.
 - c. Make travel arrangements for the national president and prepare associated travel requests, itineraries, vouchers, and receipts. Maintain contact with the national president during trips to the field and other locations to keep the national president abreast of significant occurrences. Assemble support materials associated with travel.
 - d. Conduct research and analyze information, as requested by the national president, on a broad range of matters including background and status of correspondence and department objectives.
 - e. Plan, initiate, organize, and coordinate work, programs, and priorities for special projects of the national president. Work with other staff, departments, and teams

for special projects in coordination with department directors and officers of the Federation.

- f. When required, attends meetings of department directors and officers of the Federation. Attend meetings on behalf of the national president.
- g. Draft routine, non-technical correspondence for the national president's signature. Track and help drive completion of key deliverables and follow up on outstanding items. Review and copy-edit business documents, communications, and presentations with a high level of accuracy
- h. Coordinate special projects, as assigned by the national president, and perform other duties as assigned. Support and, at times, manage small to medium projects based on organizational needs and professional development interests.
- i. The position requires travel to conventions, trainings, and meetings when requested by the national president.

III. WORK ENVIRONMENT

This job operates in a high stress, 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.

V. CONTROL OVER WORK

The incumbent works under the direct supervision of the National President who explains policies and objectives, assigns work, gives general instructions, evaluates performance, and makes final decisions. Incumbent must be thoroughly familiar with and observe the National President's view and official interest and ensure effective use of administrative, office services, and clerical procedures. Work is evaluated largely in terms of smoothness and efficiency in the administrative workflow.

VI. QUALIFICATIONS

Applicants must have at least ten (10) years of professional administrative experience with at least five (5) years of executive administrative experience reporting directly to an executive/senior leader (7 general and 5 specialized at the senior level) in an office conducting a variety of complex, essential administrative activity.

1. The Executive Assistant must demonstrate:
 - a. Advanced or mastery level knowledge of Microsoft Office applications to include Windows, excel, PowerPoint and dbase functions, ability to navigate the internet to conduct research and retrieve data and information, ability to operate and trouble shoot Microsoft operating system, basic dbase access, presentation software, and desktop publishing programs as well as advanced knowledge of virtual video operating systems such as Zoom, Microsoft TEAMS, and mastery of calendar management system such as Outlook.
 - b. Ability to draft, proofread for grammar, punctuation, accuracy, and spelling in work created by others.
 - c. Ability to meet deadlines and expectations by completing and following up on assignments, including the responsibility to notify the national president and/or the assigned manager of irreconcilable problems and alerts them when deadlines are in danger of not being met.
 - d. Ability to communicate with union officers, members, union staff, and outside public in a courteous and effective manner.
 - e. Solid experience with administrative and records management techniques, procedures, and methods related to personnel, budgeting, mail, file records and communications. Ability to attend to confidential, private, and time-sensitive documents to include, the preparation and processing of testimony, statements, congressional letters, settlement agreements, legal documents, contract provisions, announcements, invitations, and other special materials.

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.