

**AMERICAN FEDERATION OF GOVERNMENT EMPLOYEES**  
**Affiliated with the AFL-CIO**  
**80 F St NW, Washington, DC 20001-1583**

**MEMORANDUM:** Human Resources/Vacancy #9

**DATE:** January 25, 2024

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

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

**SUBJECT:** Vacancy Announcement – Secretary to the Director of Education, Grade 9, Field Services & Education Department.

The purpose of this memorandum is to advise you that a vacancy now exists for the position of Secretary to the Director of Education in the Field Services & Education Department, effective immediately.

Selection to fill the vacancy will be made according to the AFGE/OPEIU #2 Contract and the National Executive Council's policy on hiring.

**Official station:** National Office

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 #9 to the Human Resources Department. Expressions of interest from **(internal candidates)** must be received by the close of business on February 2, 2024.

cc: National Executive Council  
Chief Steward, OPEIU Local 2  
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)**

|                                    |  |
|------------------------------------|--|
| <b>Department:</b>                 | Field Services & Education             |
| <b>Location:</b>                   | National Office                        |
| <b>FLSA Classification:</b>        | Exempt                                 |
| <b>Position Title:</b>             | Secretary to the Director of Education |
| <b>Salary:</b>                     | Grade 9 (OPEIU)                        |
| <b>Date of Revision/Creations:</b> |  |

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### **I. INTRODUCTION:**

A vacancy now exists for the Secretary to the Director of Education — Grade 9, Field Services and Education Departments. This position is in the Washington, D.C. National Office, Field Services & Education Department (FSED). This position supports the Director of Education in an administrative support role, performing all duties, tasks and technical responsibilities related to the operations of the department.

### **II. MAJOR DUTIES AND RESPONSIBILITIES:**

The Secretary to the Director of Education will be involved in a full and varied range of activities in the core functions performed by the Department. This position requires outstanding organizational and planning skills.

This position requires:

1. Working knowledge of the vast array of resources and services provided by the department, including, trainings, programs, events, and resources.
2. Maintaining an accurate annual calendar of scheduled trainings, conferences and events within districts and councils.
3. Develop and maintain a system to ensure that print and digital publications are available and up to date.
4. Type memoranda, letters, reports, briefs, correspondence, and other documents into final, corrected copy without need for proofing.
5. Maintain accurate and timely records of all memoranda, reports and digital files and for the department.
6. Arranges, coordinate, and attend meetings as needed, which may or may not require travel.

7. Assist with travel arrangements for department staff including travel authorizations and expense tracking.
8. Keep accounts for all department subscription software programs regularly used in content development and office.
9. Assist staff with administrative, secretarial, technical, and logistic support as needed.
10. Assist with coordination and planning of trainings, conferences, and meetings. Work will include but not be limited to managing registration, preregistration duties, and the preparation of necessary materials, support activities, conference functions, promotion, reservations, and billing responsibilities, and packing and shipping of necessary event materials.
11. Respond to calls and request from members, officers and staff and work with the Director to facilitate timely responses to their requests and concerns.
12. Handle correspondence associated with routine requests for materials and/or information.
13. Receive, sort and log mail.
14. Other duties as assigned.

### **III. CONTROLS OVER WORK:**

The Secretary works under the direct supervision of the Director of Education who, assigns work, gives general directions, evaluates performance, and makes final decisions. Work is evaluated largely in terms of accuracy, timely completion of assigned tasks and the smooth operations of the department's workflows and processes.

### **IV. QUALIFICATIONS:**

1. A bachelor's degree or have or a minimum of (4) years' experience consisting of progressively responsible secretarial experience that demonstrates the ability to perform at the grade level of the position. Specialized secretarial experience be in the field of education strongly preferred.
2. Be thoroughly familiar with office management techniques, procedures, and methods related to personnel, budgeting, work methods, mail, record maintenance, travel and expense processes and clerical procedures.
3. Must be an effective team-oriented person who can work cooperatively in a diverse, political organization.

4. Must have ability to maintain positivity and energy in difficult situations.
5. Have highly developed oral and written communication skills necessary to perform assignments.
6. Be proficient in the operation of various information technologies, including Word, Excel, Power Point, Access, electronic scheduling and time and attendance systems.
7. Applicant must have an interest in and loyalty to the labor union movement.

**V. 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.