



Alaskans Working For Alaska!

2601 Denali Street, Anchorage, Alaska 99503 • Phone (907)277-5200 • Fax (907)277-5206

E-mail: aseahq@afscmelocal52.org • Website: www.afscmelocal52.org

November 1, 2017

NOTICE OF POSITION VACANCY

Administrative Assistant III

Location - Anchorage, Alaska

Salary \$56,787 DOE

Description: Provides high-level administrative support for ASEA Local 52 under direct supervision of the Executive Director, in accordance with guidelines, policies and procedures and constitutional mandate. Maintains and exercises institutional knowledge of the governing documents of the Union such as the Local and International Constitution, Roberts Rules of Order and Rules of Operations for various committees/panels. Proficient in general office practices with advanced computer software skills utilizing Microsoft Word, Excel, Outlook and PowerPoint; error-free typing skills of 90 wpm; knowledge and proficiency in operating all office equipment and machines. Composes and edits various correspondence, publications, presentations and reports for the State Executive Board and general membership, utilizing an extremely high level of accuracy and attention to detail. Ability to handle and analyze confidential information with integrity and discretion. Travel is required.

Major Duties:

- Assists the Executive Director in satisfying constitutional deadlines, organizational adherence to policies and procedures and constitutional mandate.
- Troubleshoots day-to-day affairs of the Union, on behalf of and in the absence of the Executive Director, interacting with all staff in the Anchorage Headquarters and Fairbanks and Juneau Field Offices.
- Interacts with the Administrative Assistants and staff of the AFSCME International Vice President's offices, the AFSCME Regional office, in coordinating event attendance, research, information and services on behalf of Local 52.
- Interacts directly with the State Executive Board, Trustees, Union leadership, Staff, AFSCME International, Committees and Chapter Officers. Assists in the coordination and preparation for meetings, teleconferences, meetings, training sessions, conventions and seminars.
- Records quarterly business sessions, conventions, various meetings, including judicial and grievance hearings; and composes administrative documents such as minutes, transcripts and reports.
- Utilizes legislative styles in updating and proposing changes to the Union's governing documents.
- Through the direction of the Executive Director serves as Administrative Assistant to the State Executive Board in all aspects of accomplishing their duties as Officers of the Union.
- Establishes State Executive Board meeting agendas under the guidelines of policies and procedures and assures timely notification of meetings to the State Executive Board, Chapter Presidents and Committees.
- Travels and attends meetings, takes minutes, records meetings and distributes minutes in accordance with governing mandates.
- Assists State Executive Board subcommittees in completing their tasks.
- Oversees the processing of Business Leave on behalf of the Executive Director and under his/her approval and direction. Invoices usage of the bank where policy mandates and maintains backup on all transmittals for audit purposes.
- Covers the Headquarters office for evening meetings and teleconferences, which have not been assigned to other staff, when the membership is in attendance.
- Assists and backs up all staff support positions to assure the execution of day-to-day tasks and continuity of member services.

- Maintains a central administrative filing system for the Executive Director.
- Reviews websites to assure the most updated, current information is available and within the goals and objectives of the Union.
- Oversees and coordinates events such as conventions, conferences, trainings and other projects as assigned, which may include making travel and hotel arrangements and other accommodations.
- Maintains history of chapters and archives their governing documents, minutes, newsletters and election results. Assists and trains chapter officers on as needed basis and assures compliance in annual chapter reporting.
- Property Liaison for Anchorage Headquarters.
- Other duties as needed or assigned.

Abilities:

- Ability to interpret, apply and explain ASEA/AFSCME Local 52 governing documents to staff, general membership and Union leadership.
- Ability to search for, analyze and compile/summarize data and information and interpret its significance and prepare accurate reports for the Executive Director.
- Ability to identify discrepancies or inaccuracies in data and communications and make corrections or notify appropriate staff.
- Ability to multitask and handle multiple complex projects simultaneously with a high level of accuracy.
- Ability to study the operations, systems and processes of the Union and suggest continuous improvements in strategies, human resources, quality, production, time management, cost-effectiveness, etc. Additionally, provides guidance and proposed changes to the policies and procedures.
- Ability to communicate both verbally and in writing in a professional manner and on behalf of the Executive Director.
- Must possess leadership, organizational, analytical, communication, and planning and execution skills; and must be accountable, proactive, detail oriented, tactful and innovative in their troubleshooting abilities.

Employment Standards: This is a 40-hour workweek position, overtime may be required. Education and experience equivalent to graduation from high school and five (5) years of work experience providing direct administrative support to a senior level executive/manager/director. Work experience should reflect excellent organizational skills, tact, courtesy and demonstrate excellent people skills in a fast-paced office. Typing speed of 90 wpm, letter composition skills, advance knowledge of and experience in Microsoft Outlook, Word, Excel and PowerPoint and a general understanding of databases is a must.

ASEA/AFSCME Local 52 is a 7,500+ member Union representing professional, technical, administrative support and essential employees (employees who cannot strike) in the State of Alaska and Municipal Employees in the City and Borough of Sitka and Fairbanks North Star Borough Supervisors

All ASEA/AFSCME Local 52 Employees are represented by Laborers Local 341
We are an Equal Opportunity Employer.

Interested applicants, please mail or fax resume to attention of:

JIM DUNCAN, EXECUTIVE DIRECTOR

ASEA/AFSCME Local 52

2601 Denali Street, Anchorage AK 99503 (907) 277-5206 Fax

DEADLINE FOR RECEIPT OF APPLICATIONS IS:

5:00 p.m. on NOVEMBER 30, 2017