



# ALASKA STATE EMPLOYEES ASSOCIATION

## American Federation of State, County & Municipal Employees Local 52

### **Alaska State Employees Association** **Executive Director, ASEA/AFSCME Local 52, AFL-CIO**

ASEA/AFSCME Local 52, AFL-CIO is currently taking applications for the position of Executive Director. This position will be based out of the ASEA Headquarters office, located in Anchorage, Alaska.

ASEA's new Executive Director will have the opportunity to take the helm of a strong, established union with a history of labor organizing and activism. ASEA works to promote, defend, and enhance benefits on behalf of all members; fighting against anti-worker legislation, and engaging in the political process to elect leaders who stand with working families. ASEA members are dedicated public service workers who work for the State of Alaska or in one of our municipal units within the state.

ASEA's Executive Director serves as the Union's Chief Executive Officer and is responsible for working closely with members, staff, and the local's Statewide Executive Board to execute the implementation and operations of the organization in accordance with the constitutions of ASEA and AFSCME.

This position serves at the pleasure of, and reports to, ASEA's executive board. ASEA's Executive Board is composed of 13 elected members, representing various geographical and occupational groups from the state worker bargaining unit titled the General Government Unit, the City and Borough of Sitka, and the Fairbanks North Star Borough Supervisors.

#### **JOB SUMMARY**

Within the limits of authority set by the ASEA Constitution, the Executive Director is responsible for the operational and administrative functions of the Union.

This position is directly responsible for overseeing the operating budget and operations of Local 52, as well as overseeing negotiations, legislative lobbying, political action and organizing efforts. The position serves as the appointing authority for all ASEA staff.

#### **JOB DUTIES**

- Execute the mission of ASEA/AFSCME to advocate for excellence in services for the public, dignity in the workplace, and opportunity and prosperity for all workers.
- Work with the Executive Board to develop strategic direction for ASEA.
- Advise the Executive Board and ASEA Chapter leaders on key policy and operation issues.
- Ensure the development of operational capacity, including, appropriate use of technology and communication processes.
- Recommend an annual budget to the Executive Board.
- Ensure that operations, programs, and activities are managed within the budget approved by the Executive Board.
- Ensure effective collective bargaining and contract administration.
- Serve as the chief public spokesperson of our union and ensure a comprehensive public relations and member outreach strategy.



- Ensure our union maintains both an internal and external organizing program based on best practices.
- Ensure our union has a strong lobbying and political action program.
- Build and manage relationships essential to advancing the success of ASEA, including relationships with the Governor, the Legislature, and local government elected officials.
- Supervise and direct staff in the carrying out program goals and objectives consistent with the mission and direction established by the Executive Board.
- Maintain a work environment that serves our membership and attracts, keeps, and motivates a diverse staff of top-performing individuals.
- Negotiate staff contracts with the staff union for ASEA Executive Board approval.
- Collaborate closely with AFSCME International leadership and staff to maximize use of International resources to build ASEA programs and campaigns based on best practices.
- Build and maintain strong collaborative partnerships with the other public and private sector labor unions.
- Develop strong relationships with coalition partners to advance the interests of our members and all workers.
- Create and maintain an effective member centered focus in all programs and functions.

## **EDUCATION, EXPERIENCE & KNOWLEDGE**

- A minimum of ten years of experience in leadership, organizing, collective bargaining, politics, and/or policy and staff management.
- A Bachelor's or advanced degree in a related field, and/or equivalent leadership experience handling negotiations, legislation, political action, and organizing.
- Proven experience serving as a contract negotiator, demonstrating a thorough understanding of the art of negotiation, the ability to effectively mentor others to build a strong negotiating team, and the skills required to design and implement contract campaigns based on member activism.
- Previous political, legislative, public policy, and communications experience.
- In-depth knowledge of financial planning and previous budget management experience.
- A leadership style which is hands-on, membership driven, transparent, and all-inclusive.
- Ability to speak, listen and write in a clear, thorough, timely manner using effective and persuasive communication tools and techniques.
- Demonstrable ability to create and execute strategic plans.

## **PROBLEM SOLVING AND CREATIVITY**

- Ability to identify, develop, and implement solutions to unique issues, questions, and problems that have little or no precedent.
- Problem-solving skills to facilitate discussions and work with members and leaders with competing objectives.
- Ability to convey complex information and facilitate consensus in a positive and cooperative manner to achieve objectives.

## **WORKING CONDITIONS**

- Work is performed in a variety of settings. Travel away from home and extended work hours are required, including evenings and weekends with travel throughout Alaska and occasional travel to the lower 48. Additionally, this position requires a valid driver's license, auto insurance, and an automobile.

**We offer a competitive salary the range (\$ 115,000 to \$ 150,000) and a benefit package with bonus incentives based on performance.**

**DEADLINE FOR APPLYING IS 5:00 P.M. (AK time zone) Monday, December 19, 2022**



**TO APPLY**

For immediate consideration please send your resume, cover letter, and salary requirements to [recruitment@afscmelocal52.org](mailto:recruitment@afscmelocal52.org) using the subject title: **'ASEA Executive Director'**.

All questions regarding this search should be directed to Dawn Bundick, ASEA/AFSCME Local 52 President, and Lawrence Camp, ASEA/AFSCME Local 52 Secretary at [recruitment@afscmelocal52.org](mailto:recruitment@afscmelocal52.org).

*ASEA/AFSCME Local 52, AFL-CIO is an Equal Opportunity Employer*

