

Position: Executive Director
Department: Administration
Position is: Full-Time Program Staff
Excluded from Bargaining Unit: Yes
Eligible for Overtime: No
Immediate Supervisor:

Purpose of the Position:

With shared vision and purpose we will drive organizational change and effectiveness through a focus on staff and team development, accountability, and equity and inclusion.

Chief Administrative officer of the Union, elected by the membership to administer the affairs of the union.

Duties that must be performed to accomplish the purpose of the position:

(a) Serves as the chief executive officer of SEIU Local 503, OPEU and has general supervision of and direction over the daily activities of the local, including employment and supervision of staff, and expenditure of Union funds, subject to the financial ability of the Union to pay and consistent with the priorities and policies of the Union as determined by the Board of Directors and the Constitution and Bylaws.

(b) In conjunction with the Secretary-Treasurer, pursuant to Bylaws, Article X, DUTIES OF OFFICERS, Section 4, Secretary-Treasurer, the Executive Director shall maintain records of the meetings, bank accounts and financial transactions, purchase insurance and bonds, collect moneys and maintain the books of the Union, maintain and coordinate current policies and procedures of the Union, and prepare an annual budget for the Union.

(c) Shall serve as a member of the Union's negotiating teams along with member representatives and staff assigned to sit at the bargaining table. Shall oversee other daily activities of the Union such as organizing, contract administration, political activity, and training. The Executive Director may appoint representatives to discharge any of these responsibilities.

(d) Shall oversee program and policy development, consistent with strategic planning goals adopted by the Union's Board of Directors.

(e) Shall maintain an internal and external communications program throughout the local, and shall represent the Union within the community and with the media, in conjunction with President who serves as the chief spokesperson for the Union.

(f) Shall have authority to attend and represent the Union at all appropriate national, regional, or local meetings of a variety of organizations, including coalitions for which the Union is participating. The Executive Director may appoint a representative to discharge this responsibility.

(g) Shall serve as an SEIU Local 503, OPEU delegate to the SEIU Convention. This responsibility may not be appointed to another Union representative. However, a duly elected alternate delegate may serve, as appropriate, in the Executive Director's absence.

(h) Shall serve as an SEIU Local 503, OPEU delegate to AFL-CIO and AFL-CIO COPE Conventions.

(i) Ceases, on election, to hold any office which until then he/she may have held in his/her local or district. The Executive Director may not hold any other employment while holding this office nor receive a salary from any source other than the SEIU Local 503, OPEU.

Minimum Qualifications:

Extensive experience and proven leadership in the program areas listed above, including familiarity with the union's membership and the issues members face, supervision of staff, internal and external organizing, political engagement, and leadership in a public role. Also, should have experience working with wide diversity of members and staff, as well as strong administrative experience.

Demonstrated commitment to empowering workers and building the labor movement.

Working Conditions/Environment:

Office environment. Requires long and irregular hours and regular attendance at weekend and evening activities.

CONDITIONS

The Executive Director shall be an active member of the Union, a staff member, or other Union membership status except associate membership.

The Executive Director is an elected statewide officer of the Union. Elections are held after August in even-numbered years for two-year terms that begin and end in November. Nominations usually close in early August.

The Board shall determine salaries, fringe benefits, and conditions of employment for the Executive Director through negotiations with the ED. (Historically, the Board has determined that benefits for staff covered by the collective bargaining agreement also apply to the Executive Director, or as set forth in the Administrative Policies & Procedures.)

The Executive Director may not hold any other employment while holding the office nor receive a salary from any source other than the Union.

DUTIES AND AUTHORITY

The Executive Director, or through the Executive Director's delegate, shall perform the following functions and duties as well as other functions and duties as appropriately assigned:

- (a) Serve as the chief executive officer of the Union and have general supervision of and direction over the daily activities of the Local, including employment and supervision of staff, and expenditure of Union funds, subject to the financial ability of the Union to pay and consistent with the priorities and policies of the Union as determined by the Board and the Bylaws;
- (b) In conjunction with the Secretary and appropriate staff, maintain records of the meetings and maintain and coordinate current policies and procedures of the Union;
- (c) In conjunction with the Treasurer and appropriate staff, maintain records of the bank accounts and financial transactions, purchase insurance and bonds, collect monies and maintain the books of the Union and prepare an annual budget for the Union.
- (d) Serve as a member of the Union's negotiating teams along with member representatives and staff assigned to sit at the bargaining table; oversee other daily activities of the Union such as organizing, contract administration, political activity, and training. The Executive Director may appoint representatives to discharge any of these responsibilities;
- (e) Provide regular reports to the Board on the various programs and projects carried out by the Union. Such reports shall allow for time for discussion and evaluation;

(f) Maintain an internal and external communications program throughout the Local; represent the Union within the community and with the media, in conjunction with the President who serves as the chief spokesperson for the Union;

(g) Attend and represent the Union at all appropriate national, regional, or Local meetings of a variety of organizations, including coalitions for which the Union is participating. The Executive Director may appoint a representative to discharge this responsibility;

(h) Serve as a Union delegate to the SEIU Convention. This responsibility may not be appointed to another Union representative. However, a duly elected alternate delegate may serve, as appropriate, in the Executive Director's absence.

In addition, the Executive Director shall,

Serve on the Board of Directors, which is the governing body between biennial General Council sessions.

Assist the President with scheduling items on the agenda of Board meetings.

Prepare and distribute, along with the Board and Committee Chairpersons, outlines and background details of issues that will be presented for Board consideration.

Serve on the Executive Committee, which is the governing body between meetings of the Board.

Serve as a non-voting ex-officio member of the Union's Local Presidents Council.

Serve as delegate to the SEIU Oregon State Council. (The ED may designate a delegate to serve.)

Be a voting General Council delegate.

Distribute ballots to persons entitled to vote on an issue required by the General Council between sessions, together with directions for voting, and any available supporting or opposing arguments pertinent to the question.

Sign collective bargaining agreements in the name of the Union.

Assign Union Organizers' time in the various areas of the state, but provide reasonable notice to the president of each Local that would be affected by a significant change in Union Organizers' assignments before such change.

Appoint management staff members to represent the Union in collective bargaining for terms and conditions of employment for represented employees of the Union.

Screen and submit to the Staff Screening Committee applicants for management staff positions.

Set salaries for staff members excluded from collective bargaining (except for the Executive Director).

Provide, along with the Plan Administrator, oversight for the Union Retirement Plan and Trust Agreement, a defined contribution 401K plan for Union staff members.

Investigate, with staff and in accordance with criteria in the AP&Ps, applications for workers wishing certification as Union members, with timely reports to the Board of Directors.

Determine whether a waiver of the room use fee for use of the Union's facilities by nonmember groups would be in the best interests of the Union.

Approve the use of Union services, such as staff time and supplies, for nonmember groups in accordance with AP&Ps.

The Executive Director is authorized to sign Union checks.

The Executive Director is authorized, with one other authorized signature, to sign to move funds to any accounts, where necessary, to make investments. The ED is authorized to open accounts where necessary for investments.